This document may be used freely, but
the ERC should be credited when all
or any part of its contents are referenced.

Ontario
Education Relations Commission

Class Size

Provisions, 1982-83

June, 1983

This publication has been prepared by the Education Relations Commission as one of the services to parties involved in negotiations as outlined in the School Boards and Teachers Collective Negotiations Act.

The purpose of this publication is:

> to provide current and accurate information extracted from written collective agreements in a neutral capacity, to assist the parties during various stages of the negotiation process.

The publication is based on written collective agreements in effect between teachers and school boards for the 1982-83 agreement year (September-August), which have been filed with the Commission. Its contents include verbatim provisions* extracted from these agreements, which provide a qualitative dimension to other Commission publications of a statistical nature.

This document is made available to the parties or others expressing an interest on a request basis.

Inquiries concerning this publication or requests for further information assistance should be addressed to:

Research Services
Education Relations Commission
111 Avenue Road
Suite 400
Toronto, Ontario
M5R 3J8
(416) 922-7679

---

* In some instances, only that portion of a provision which is related to the topic of this publication, and not the entire provision, has been included.

PUBLICATIONS ISSUED BY THE EDUCATION RELATIONS COMMISSION
(Additional copies of some publications available upon request)

1982-83 Teacher/Board Collective Agreements: Individual Summaries
1983-84 Teacher/Board Collective Agreements: Individual Summaries
1983-84 Teacher/Board Collective Agreements: A Provincial Overview

Monograph Series

(1981-82)	No. 22	Compensation Statistics, 1980-81
	No. 23	Weighted On-Grid Average Salaries, 1980-81 & 1981-82
	No. 24	Pupil-Teacher Ratios, 1976-81
	No. 25	Insured Benefit Plans and Retirement Gratuities, 1981-82
(1982-83)	No. 26	Historical Analysis of Collective Agreements, 1975-76 to 1981-82
	No. 27	Interest Arbitration: An Examination of the Process and Awards under the School Board and Teachers Collective Negotiations Act, 1975-76 to 1981-82
	No. 28	Compensation Statistics, 1981-82
	No. 29	Leave Provisions: 1975-76, 1978-79, 1981-82
	No. 30	Pupil-Teacher Ratios, 1976-1982
	No. 31	Weighted On-Grid Average Salaries, 1981-82 & 1982-83
	No. 32	Insured Benefit Plans and Retirement Gratuities, 1982-83

Clause Series

(1980-81)	No. 15	Deferred Salary and Early Retirement Incentive Plans, 1980-81
	No. 16	Vanancy and Transfer Provisions, 1980-81
	No. 17	Disciplinary Procedures and Other Provisions Affecting Employment Security: Teacher Evaluation, Just Cause, Witholding of Increment, and Access to Personnel Records, 1980-81
(1981-82)	No. 18	Separation Allowance Provisions, 1980-81
	No. 19	Long-Term Federation Leave Provisions, 1981-82
	No. 20	Insturctional and Non-Instructional Load Provisions, 1981-82
	No. 21	Staff Allocation Provisions, 1981-82
	No. 22	Pupil Teacher Ratio Provisions, 1981-82
	No. 23	Class Size Provisions, 1982-83

Teacher Placement: Grid Distributions of Ontario Teacher Total Staff and Enrolment (January 31, 1983)

Grievance Arbitration: Summaries of arbitration decisions arising out of differences between the parties under the School Boards and Teachers Collective Negotiations Act.

Education Relations Commission

TABLE OF CONTENTS

INTRODUCTION 1

AGREEMENTS ANALYZED 2

AGREEMENTS NOT ON FILE 3

PREVALENCE OF PROVISIONS 4

NATURE OF PROVISIONS 4

Mandatory vs. Guideline 4

Types of Class Size Restrictions 7

PROVISIONS 12

INTRODUCTION

This clause file contains a detailed analysis of class size provisions found in 1982-83 teacher/school board collective agreements.* Included in the analysis is a discussion of the nature and types of class size clauses, their prevalency in collective agreements, and important historical trends. An appendix to the report contains verbatim extracts of these provisions.

*Since class size provisions are often related to other working conditions, the reader may wish to examine class size provisions in conjunction with pupil teacher ratio, staff allocation and other workload clauses available in previous issued clause files and Monograph 30.

AGREEMENTS ANALYZED

As of May, 1983, 139 or 69.5% of the 200 possible agreements during 1982-83 in Elementary Boards of Education, Secondary Board of Education and County and District Combined Roman Catholic Separate School Boards were on file with the Education Relations Commission.

Table 1 gives a breakdown of the agreements available for analysis in this clause file.

TABLE 1

Agreements Available for Analysis, 1982-83

	Elementary	Secondary	R.C.S.S.	Total
Total number of possible agreements for 1982-83	76	76	48	200
Number of agreements available for analysis	59	47	33	139

AGREEMENTS NOT ON FILE

The following written collective agreements for 1982-83 were not available to the Education Relations Commission at the time of this publication's preparation:

Elementary

Brant
Carleton
Essex
Fort Frances-Rainy River
Grey
Halton
Hamilton[1]
Hastings[1]
Kirkland Lake
Lake Superior
Lennox and Addington
Muskoka
Ottawa[1]
Oxford
Red Lake
Sault Ste. Marie
Windsor[1]

Secondary

Brant
Bruce
Carleton
Dufferin
Durham
East York[1]
Essex[1]
Etobicoke
Fort Frances-Rainy River
Grey
Hamilton[1]
Hastings
Kenora
Kirkland Lake
Lake Superior
Lennox and Addington
London
Muskoka
Norfolk[1]
North York
Ottawa[1]
Oxford
Prince Edward
Red Lake[1]
Renfrew[1]
Sault Ste. Marie[1]
Scarborough[1]
Sudbury
York Borough

R.C.S.S.

Durham
Elgin
Essex
Fort Frances-Rainy River
Hastings-Prince Edward
Hearst District
North Shore Distric
North of Superior
Oxford[1]
Prescott and Russell
Sault Ste. Marie District
Simcoe
Timmins
Welland[1]
Wellington

---

[1] Contained a class size provision during the 1981-82 agreement year.

PREVALENCE OF PROVISIONS, 1975-76 to 1982-83

The prevalence of class size provisions, as indicated in Table 2, has shown a gradual increase each year since 1975-76. At present (1982-83), 37.4% of the agreements on file contain a class size clause. Provisions were found in approximately 36% of the elementary, 47% of the secondary, and 27% of the R.C.S.S. agreements.

NATURE OF PROVISIONS, 1982-83

Mandatory vs Guideline

Class size clauses can be classified as being either mandatory, or guideline. A mandatory class size clause establishes strict limits which must be adhered to. An example would be:

- Lakehead Elementary

  "The average class size of each school shall not exceed thirty (30) pupils for grades 1 to 8 inclusive."

A guideline provision offers greater staffing flexibility. An example of a guideline provision would be:

- Northumberland and Newcastle Secondary

  "As a guide to principals in the formulation of classes, the Board endorses the desirability of the following objectives relative to class size:

1.a) in academic subjects, an upper limit of 36 students.
   b) in vocational subjects, an upper limit of 24 students.

2. It is recognized and accepted that conditions may exist which constitute necessary or valid reasons for exceeding these desirable maxima..."

Guideline clauses often use expressions like: "the board will endeavour," or "make every effort." Some agreements explicitly set out the intentions of the parties, for example:

Table 2 Class Size Provision, 1975-1983

Class size	1975-76		1976-77		1977-78		1978-79		1979-80		1980-81		1981-82		1982-83	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Elementary Agreements on File	76	100.0	76	100.0	76	100.0	76	100.0	76	100.0	76	100.0	76	100.0	59	100.0
Mandatory	5	6.6	6	7.9	6	7.9	6	7.9	9	11.8	9	11.8	10	13.2	8	13.6
Guideline	7	9.2	10	13.2	13	17.1	13	17.1	14	18.4	14	18.4	14	18.4	13	22.0
Sub-total	12	15.8	16	21.1	19	25.0	19	25.0	23	30.2	23	30.2	24	31.6	21	35.6
Secondary Agreements on File	76	100.0	76	100.0	75	100.0	76	100.0	76	100.0	76	100.0	75	100.0	47	100.0
Mandatory	6	7.9	7	9.2	7	9.3	8	10.5	8	10.5	10	13.2	10	13.3	8	17.0
Guideline	9	11.8	10	13.2	16	21.3	17	22.4	17	22.4	16	21.1	16	21.3	14	29.8
Sub-Total	15	19.7	17	22.4	23	30.7	25	32.9	25	32.9	26	34.3	26	34.6	22	46.8
RCSS Agreements on File	48	100.0	48	100.0	48	100.0	48	100.0	48	100.0	48	100.0	48	100.0	33	100.0
Mandatory	2	4.2	1	2.1	2	4.2	2	4.2	5	10.4	5	10.4	6	12.5	5	15.2
Guideline	3	6.3	3	6.3	4	8.3	4	8.3	5	10.4	5	10.4	5	10.4	4	12.1
Sub-Total	5	10.5	4	8.4	6	12.5	6	12.5	10	20.8	10	20.8	11	22.9	9	27.3
Total Agreements on File	200	100.0	200	100.0	199	100.0	200	100.0	200	100.0	200	100.0	199	100.0	139	100.0
Mandatory	13	6.5	14	7.0	15	7.5	16	8.0	22	11.0	24	12.0	26	13.1	21	15.1
Guideline	19	9.5	23	11.5	33	16.6	34	17.0	36	18.0	35	17.5	35	17.6	31	22.3
Total	32	16.0	37	18.5	48	24.1	50	25.0	58	29.0	59	29.5	61	30.7	52	37.4

- Simcoe Elementary

"It is agreed by both parties, that in order to maintain reasonable flexibility for staffing the schools, it is anticipated that the assigned classroom staff for all schools may not strictly comply with the stated average maxima."

- Central Algoma Secondary

"It is understood that, if necessary, the class sizes in Items 9:06 (a) and 9:06 (b) may be increased by 10% and that in special circumstances, the Board may exceed these class sizes (class size plus 10%) but only after consultation with the teacher(s) concerned and an Affiliate representative."

- Kent Secondary

"The board shall endeavour to achieve the following guidelines. Teachers should understand that it may not be possible to construct a timetable that can achieve all of the following guidelines. However, where exceptions to guidelines occur, the teacher involved should be made aware of the factors causing the exception."

The majoirty of class size provisions, 60% (or 31 out of 52) are guideline in nature. There seems to be no trend away from this pattern (see Table 2).

Some of the reasons for using class size guidelines are set out in the Northumberland and Newcastle Secondary agreement. These reasons are set out below:

"a) Suitable accommodation is not available in the school to permit scheduling of any additional class or classes in that subject.

b) Conformity to the class size objective would necessitate reduced instructional time for one or more classes.

c) Conformity to the class size objective would result in the organization of one or more classes, approximately half normal size.

d) A class larger than the maximum is necessary or desirable in order to provide for specialized or experimental instruction.

e) Impracticality of making necessary Teacher reassignments within a school or between schools.

f) A Teacher request to assume a larger class.

Types of Class Size Restrictions

There is considerable variation among class size clauses. Generally speaking, a class size may be restricted to an average, a maximum, or an optimal range. Furthermore, one class size may be set out in the agreement, or several may be established. It is not uncommon to find in elementary agreements separate class sizes for Kindergarten, primary (1,2,3) junior (4,5,6) and intermediate (7,8) grades. In secondary agreements, class size may differ according to academic, technical, vocational, or some other typology of classes. Examples of variations in class size are set out below:

i) *ONE AVERAGE*

- Hornepayne Elementary

"The Board shall attempt to ensure that the average class size for grades one to eight shall not exceed twenty-six (26) as calculated on September 30th and April 30th."

ii) *TWO OR MORE AVERAGES*

- Frontenac Elementary

"The Board will endeavour to ensure that the average class size will not exceed the following on a permanent basis:

Kindergarten	- 25
Primary (1,2,3)	- 26
Junior (4,5,6)	- 28
Intermediate (7,8)	- 30

as calculated on September 30 and January 31."

- Huron Secondary

"No Branch Affiliate Member's average class size shall exceed the following guidelines:

a) Students taking Advanced Credits	30
b) Students taking General Credits	25
c) Students taking Technical Credits	20
d) Students taking Basic Credits	20
e) Students taking Modified Credits	15"

iii) *ONE MAXIMUM*

- Windsor R.C.S.S.

"As of the conclusion of the last week of school in September no class, Grades one through eight, will have more than 34 pupils, except where, in the bona fide judgement of the Board, special circumstances exist."

iv) *TWO OR MORE MAXIMUM*

- Kent Secondary

"The Administration of each school should follow these guidelines for the maximum number of students placed in each class:

Advanced, Open and Commercial	- 30 students
General Academic	- 25 students
Technicl & Home Economics Practical	- 20 students
Occupational and Remedial	- 15 students"

v) *ONE RANGE*

- Nipissing Elementary

"Wherever possible, the Board will continue to organize its schools each year so that all classes, except Kindergarten and Special Education, will range between a maximum of 30 pupils and a minimum of 25 pupils."

vi) *TWO OR MORE RANGES*

- York Borough Elementary

"Every effort shall be made to organize each school for the school year 1982-83 and 1983-84 using the optimum class sizes and ranges as follows:

(a) For the 1982-83 school year:

Junior Kindergarten	19±5	14-24
Senior Kindergarten	23±5	18-28
Grades 1,2,3	25±5	20-30
Grades 4,5,6	28+5-4	24-33
Grades 7,8	29+5-9	20-35"

- Lambton Secondary

"The Committee for Conditions of Work for Quality Teaching, and the Administrative Council recommend that the following general guidelines are desirable for good teaching and learning conditions:

Academic	15-30
Vocational	10-20
Occupations	10-17"

vii) *COMBINATION OF THE ABOVE*

- Nipigon-Red Rock Secondary

"Average class size in the Secondary School shall be as follows:

i)	Academic & Commercial	- 25 Students per class
ii)	Technical	- 18 " " "
iii)	a) Occupational Academic	- 16 " " "
	b) Occupational Shop	- 14 " " "

Maximum class size in the Secondary School shall be as follows:

i)	Academic & Commercial	- 30 Students per class
ii)	Technical	- 22 " " "
iii)	a) Occupational Academic	- 18 " " "
	b) Occupational Shop	- 16 " " "

A further 10% may be added to...[the] above to maintain flexibility in timetabling.

Any further increases in class sizes will be at the discretion of the teacher involved."

viii) *UNSPECIFIED*

- Michipicoten R.C.S.S.

"The Board will endeavour to maintain the number of students in each class at a level which will nurture a high quality of education and maintain the effectiveness of the teachers in our schools."

Table 3 sets out the comparative frequencies for each type of class size clause. The figures are for 1981-82 and 1982-83, and are separated according to panel type. It would appear from the Table that no particular type of class size restriction stands out as being clearly more common or preferable than others.

TABLE 3

TYPES OF CLASS SIZE RESTRICTIONS

TYPE	ELEMENTARY				SECONDARY				R.C.S.S.				TOTAL			
	1981-82		1982-83		1981-82		1982-83		1981-82		1982-83		1981-82		1982-83	
	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#
ONE AVERAGE	12.5	3	14.3	3	0.0	0	0.0	0	9.1	1	11.1	1	6.6	4	7.7	4
MORE THAN ONE AVG.	16.7	4	9.5	2	19.2	5	18.2	4	9.1	1	0.0	0	16.4	10	11.5	6
ONE MAXIMUM	0.0	0	0.0	0	0.0	0	0.0	0	27.3	3	33.3	3	4.9	3	5.8	3
MORE THAN ONE MAX.	16.7	4	9.5	2	42.3	11	45.5	10	0.0	0	0.0	0	24.6	15	23.1	12
ONE RANGE	8.3	2	9.5	2	0.0	0	0.0	0	0.0	0	0.0	0	3.3	2	3.8	2
MORE THAN ONE RANGE	8.3	2	9.5	2	3.8	1	4.8	1	9.1	1	11.1	1	6.6	4	7.7	4
COMBINATION OF THE ABOVE	20.8	5	23.8	5	23.1	6	27.3	6	9.1	1	11.1	1	19.7	12	23.1	12
UNSPECIFIED	16.7	4	23.8	5	11.5	3	4.8	1	36.4	4	33.3	3	18.0	11	17.3	9
TOTAL	100.0	24	100.0	21	100.0	26	100.0	22	100.0	11	100.0	9	100.0	61	100.0	52

Board of Education for the Borough of East York
Elementary, 1982-1983

36.09 The staff generated by formula shall normally be deployed within each school in accordance with borough-wide criteria. In each school, the principal and staff or the School Staff Committee shall periodically review the size of classes, the composition thereof, the deployment of staff, and report any serious strain to the Staff Allocation Committee.

36.10 Acknowledging that many factors are involved in the staffing process, the following criteria are to be used as a guide-line:

Junior Kindergarten	20 students per one half day
Kindergarten	25 students per one half day
Primary Division	25 students
Junior and Intermediate Division	30 students

36.11 The maximum class size of Special Education classes is determined by Ministry regulations. Actual class size is determined by the composition of the class, taking into account student needs, based on factors such as behaviour learning disabilities and ability to adjust to the school situation.

38.01 Classroom Staff shall be the total of the following:

Grade Level Classification	Staffing Rate per 1000 Classroom Enrolment
Junior Kindergarten	50.0
Senior Kindergarten	40.0
Grades 1-3	41.1
Grades 4-6	36.9
Grades 7-8	41.6

and shall be based upon the classroom enrolment which shall be determined as follows:

(a) The classroom enrolment for junior and senior kindergarten shall equal the F.T.E. junior and senior kindergarten enrolments respectively for September of the staffing year.

(b) The F.T.E. Enrolments for September of the staffing year for grades 1 to 3 summed, grades 4 to 6 summed grades 7 and 8 summed shall be reduced pro-rata by the total calculated special education enrolment as determined in 38.08 (b) (iii) to give the classroom enrolment for each of the three grade level classifications.

Education Relations Commission

Board of Education for the Borough of Etobicoke
Elementary, 1982-1983

- Article 41 - CLASS SIZE

41.01 The principal together with the other members of the School Staffing Committee should make every effort to staff in accordance with the following class size guideline.

Junior Kindergarten	20
Senior Kindergarten	25
Grade 1	27
Grade 2	27
Grade 3	29
Grade 4	30
Grade 5	30
Grade 6	31
Grade 7	31
Grade 8	31

41.02 It is recognized that a plus or minus factor of 3 is a reasonable consideration. Any class outside of this range must be reviewed by the Borough Staffing Committee and the appropriate superintendent for resolution of the problem.

41.03 No school shall have a staff-pupil ratio in the grades, counting all Teachers assigned (excluding kindergarten and speical education staff), of more that 24:1 unless endorsed by the Borough Staffing Committee.

41.04 The Teacher shall be consulted when it is proposed that a class be in excess of 3 pupils above the class size as outlined in the Agreement and after September 30.

If the above consultation does not resolve the problem to the Teacher's satisfaction, the Borough Staffing Committee and appropriate superintendent shall attempt to solve the problem.

41.05 When it is necessary to organize classes as split grades or family groupings, the lower of the two class size guidelines shall be used.

41.06 No classes shall be organized as triple splits without consultation with the Borough Staffing Committee.

Frontenac County Board of Education Elementary, 1982-1984

7.2 Staffing Committee

i) For the purposes of this Article, an administrative unit shall be defined as a school, twinned schools or a school and its annexes, and as defined in The Education Act, 1974.

ii) A school staffing committee, consisting of at least three members of the staff of each administrative unit, with the exception of Lakeland, shall be established in each administrative unit.

iii) The school staffing committee shall develop and propose a staffing model for consideration at a meeting of the full staff. This report shall recommend the number of classes and class size or sizes for each division of the school on the basis of projected staff allocation and the amount of time allocated to administration.

iv) Every effort shall be made to maintain the guidelines for class size by division as indicated below.

v) It shall be the responsibility of the principal of the administrative unit to report the decisions of the staffing committee and to make recommendations concerning staffing to the area superintendent.

vi) The area superintendent may (a) implement alternative organizational patterns to overcome class size problems and explain to the staff the rationale for the decision, or (b) recommend additional staff to alleviate the problem.

7.3 Class Size

i) The Board will endeavour to ensure that the average class size will not exceed the following on a permanent basis:

Kindergarten	- 25
Primary (1, 2 & 3)	- 26
Junior (4, 5, & 6)	- 28
Intermediate (7, 8)	- 30

as calculated on September 30 and January 31. The size of special classes will be in accordance with Ministry of Education guidelines.

ii) A non-teaching assistant will be provided when one of the following situations exists in a Kindergarten or Kindergarten/ Primary class:

(a) the initial enrolment in September is in excess of 20 students;

(b) the enrolment increases beyond 20 students on a permanent basis;

(c) the area superintendent will approve these appointments within the system's Non-teaching Assistants allocations.

iii) When a Kindergarten or Kindergarten/Primary class increases beyond 30 students on a permanent basis, reorganization will be undertaken by the principal and area superintendent.

Action to be taken in connection with the above may be deferred when such permanent increases occur after March 1 in any given school year.

Note: An increase shall be deemed to be permanent if the class registration has remained in excess of 20 or 30 for twenty (20) consecutive school days.

iv) When children defined under 7.4 (v) are integrated for one-half day or more in a regular classroom, (see 7.3 (i)) each child will be counted as 2.5 for purposes of establishing class size.

Hornepayne Board of Education Elementary, 1982-1983

Article 27 - Class Size

a) The Board shall attempt to ensure that the average class size for grades one to eight shall not exceed twenty-six (26) as claculated on September 30th and April 30th.

b) Average Class Size -

$$\frac{\text{Total Pupils in Gr. 1 to 8}}{\text{Total Classroom Teachers}}$$

Where a classroom teacher is a person who is assigned a home room from Gr. 1 to 8 and who, as such, keeps an attendance register.

c) When the staff and principal feel school enrolment has reached a number that is detrimental to the educational development of the student body, the Board and an enrolment committee will meet to:

i) state enrolment and classroom situations (size)

ii) discuss alternatives and solutions to allievate problems.

iii) implement one or more alternatives to allievate enrolment problem within a period of 30 calendar days.

The enrolment committee shall include principal and one representative from each Branch Affiliate.

Kent County Board of Education Elementary, 1982-1983

21:01 (b) The Board shall endeavour to achieve the following guidelines. Teachers should understand that it may not be possible to construct a timetable that can achieve all the following guidelines. However, where exceptions to guidelines occur, the teacher involved should be made aware of the factors causing the exception.

The Administration will make every effort to follow these guidelines in organizing the school:

(i) Grade 1 to Grade 8 - Maximum average 30 students on a school basis;

Special Education - Maximum average class size on a system basis shall be subject to Regulation 704/78 or subsequent Regulation as of September 30, 1978.

Learning Disabilities - Maximum average class size on a system basis shall be subject to Regulation 704/78 or subsequent Regulation as of September 30, 1978.

Trainable Mentally Retarded - Maximum average class size on a system basis shall be subject to Regulation 704/78 or subsequent Regulation as of September 30, 1978.

Lakehead Board of Education Elementary, 1982-1983

ARTICLE XVII CLASS SIZE AND PREPARATION TIME

17:01 The average class size of each school shall not exceed thirty (30) pupils for grades 1 to 8 inclusive. This allocation of Teachers shall be determined according to the school enrolment grades 1 - 8 inclusive as of September 30th of the school year covered by the Agreement.

17:02 Programs such as oral french, industrial arts, family studies, music, religious studies, library and school assistants may generate some preparation time in each school.

Although it is recognized that the amount of time and the resources available varies from school to school, it is expected that each principal, in consultation with staff, will develop a plan to distribute the available time and resources among the staff.

Education Relations Commission
Ontario

Lambton County Board of Education Elementary, 1981-1983

11.01 Staffing - Board Regulation

The Board will set out in Regulations the method currently being used in determining staffing in the elementary schools. The Board shall adhear to the guidelines set forth in the Regulation I-226-76.

REGULATIONS - STAFFING - ELEMENTARY 1-R226-76

The Board will continue to use the following factors in implementing the policy for elementary staffing.

a) Recognition of general acceptance of the value of lower class loading in primary and junior division classes.

b) The socio-economic conditions prevailing in the individual school community.

c) The effect of enrolment on the size of classes and the number of staff required.

d) Physical characteristics of individual schools.

e) The impact of split classes on the organization of class units.

f) The staff complement for each school will be made after consultation between the school principal, teaching staff and senior administration.

g) The present practice of establishing county staff complement on the basis of the total of the individual school complements and resource staff complement.

Lincoln County Board of Education Elementary, 1982-1983

Article 22. CLASS SIZE

22.01 i The proposed average class size per area will be:

Kindergarten	23	Grades 7 - 8 as follows:		
Grades 1 - 3	25	Effective school year	1979-80	31.5
Grades 4 - 6	28	" " "	1980-81	31.0
		" " "	1981-82	30.5
		" " "	1982-83	30.0

ii The Board will employ three (3) teachers over and above the staffing allotment in 22.01 i) in order to help decrease the number of split and overly large classes. The additional staffing will be done when the enrolment figures are finalized in September. Placement will be determined by Principals and Area Superintendents. Effective September 1, 1983, the additional staffing referred to in this sub-paragraph will be increased to a total of six (6).

22.02 The Director, in consultation with the Area Superintendent, will identify a number of priority schools to which additional staff will be added in September 1981 over and above the staffing allotment recognizing that the Superintendents will be working in consultation with the Principals in their areas. These additional teachers will not be used in the calculation of responsibility allowances.

22.03 Effective September 1, 1983 the Board will make every effort to keep kindergarten class size at a maximum of 27 students. It must be recognized, however, that in problem areas kindergarten classes may have to go as high but no higher than 29 students. A kindergarten class is defined as a one-half (1/2) day program. Two one-half (1/2) day classes require the equivalent of one full-time teacher.

22.04 The Board recognizes that excessively large classes impede instructional effectiveness and, therefore, agrees to make a determined effort to avoid the establishment of classes which exceed the limits proposed.

22.05 Such an effort shall not preclude the establishment of different size instructional groups for the purpose of individualized instruction programs or temporary groupings in open concept schools. The intent of this, however, is to allow for innovation and not to increase class size nor eliminate teaching positions.

22.06 In addition to class size protection under Article 22 and positions with additional responsibilities Article 6.01, 604, 609 iv), it is agreed that the ratio of central office teacher reductions will not exceed the ratio of the classroom teacher reductions.

No exceptions to Article 22.06 will be made unless the Director (or designate) contacts the presidents of the Branch Affiliates to request a meeting to discuss the exceptions and explore alternatives.

The presidents must meet with the Director (or designate) within a two-week period; failing this, the Board is free of any obligations on this particular exception.

Michipicoten Board of Education Elementary, 1982-1983

• 11.05 Class Size

(a) The Board shall attempt to ensure that the average class size shall not exceed twenty-seven (27) as calculated on September 30th and April 30th.

(b) Average Class Size = $\frac{\text{Total Pupils}}{\text{Total Classroom Teachers}}$

where a classroom teacher is a person who is assigned a home room and who, as such, keeps an attendance register.

Niagara South Board of Education Elementary, 1982-1983

• 15.02 Class Size Guidelines

(a) The Board shall maintain the following class size guidelines:

Kindergarten	25
Grades 1 - 3	25
Grades 4 - 8	30
S.L.D. classes	8
Emotional Adjustment	8
All other Special Classes (including Industrial Arts & Family Studies)	as per Ministry Guidelines

(b) It shall be the responsibility of the Board to investigate any abnormal sized classes in September of each school year.

(c) Nothing in this article shall inhibit schools from establishing larger classes where there is full agreement of the Principal, teacher(s) concerned and appropriate Supervisory Officer.

Nipigon-Red Rock Board of Education Elementary, 1981-1983

- ARTICLE XVII - CLASS SIZE

17.01 The total number of classroom teachers, excluding itinerant teachers shall be determined in relation to the number of pupils in each school based on the needs of children in the varied divisions; primary, junior and intermediate with emphasis on the smaller classes at the kindergarten and primary levels.

The set up of class sizes, at each school should be determined by the teachers, Principal and the Board Representative as a group. Recommendations can then be made to the Board by the Director of Education based on the group's decision.

Nipissing Board of Education Elementary, 1982-1983

- ARTICLE NO. 17 - WORKING CONDITIONS

17:01 Staffing for 1982-83

a) The pupil-teacher ratio (P.T.R.) for the system will not exceed 19:1:1 based on full-time equivalent enrolment as of September 30th.

b) Wherever possible, the Board will continue to organize its schools each year so that all classes, except Kindergarten and Special Education, will range between a maximum of 30 pupils and a minimum of 25 pupils.

c) Special Education classes will be organized in accordance with Regulation 262 or as it is officially amended.

Norfolk Board of Education Elementary, 1982-1983

- 13:01 Staffing Allocation

The Board will endeavour to place an emphasis on reasonable class size at all grade levels. The pupil/teacher ratio in any school shall not be greater than 28:1.

(i) In the calculation of the school pupil/teacher ratio, each kindergarten pupil counts as .5 pupil; each grade 1 to 8 pupil counts as one pupil and each special education pupil counts as two pupils.

North Shore Board of Education, Elementary, 1981-1983

- 19:04 Staffing details are contained in the policy 014-A - Class Size - Elementary, Board resolution 208/77.

POLICY STATEMENT

The Board will make every attempt to ensure that the class size for each school will not differ significantly from the following:

Intermediate and Junior	29 (+5, -5)
Primary	25 (+5, -5)

Kindergarten - Junior and Senior

Jr. Kdgn't.	19 or less - no teacher's aid
Jr. Kdgn't.	20 + - teacher's aid
Sr. Kdgn't.	24 or less - no teacher's aid
Sr. Kdgn't.	25 + - teacher's aid

In both Junior and Senior Kindergarten, when an enrolment reaches in excess of 39 is reached in any Kindergarten, every effort will be made to reduce this number by transferring students or establishing another class.

Prescott and Russell County Board of Education, Elementary 1982-1984

- ARTICLE 13 - WORKING CONDITIONS

13:01 Class Size Policy

The Board has approved the following guidelines for staffing the elementary schools for the current school year.

a) The average class size 25-27 (see sections (d) and (e).)

b) Oral French staff will be sufficient to meet the needs as designed by the Board.

c) Kindergarten Staff will be sufficient to meet the needs as designed by the Board (A.F.D., 3/5 times). A minimum of 25 students before a class is split.

d) Special Education will be included in the general allotment included in determining part (a).

e) Other specialization includes Physical Education, Music, Remedial; the deployment of these areas will be determined by the principal based on:

1 hour per day per 100 students to a maximum of 1 person full time.

f) Librarian - 1 hour per day per 100 students to a maximum of 1 person full time.

Renfrew County Board of Education, Elementary 1982-1983

15.01 In order to ensure that the learning conditions for the students in the elementary schools and development schools in Renfrew County are the best they can be, commensurate with the ability of the Board to finance, the following conditions will hold for the 1982-83 school year:

(a) The Board agrees to a pupil-teacher ratio of 23.24:1, derived from the 1977 September 30th enrolment calculated in the following manner:

In the calculation of the ratio all teacher of Core French, all Special Education teachers and all teacher employed to provide Vice-Principal release time are not included to the ratio

$$\frac{7490.5}{382.4 - (30 + 30.15)} = \frac{7490.5}{322.25} = 23.24$$

A Core French Teacher is a teacher who teachers the french language. A teacher who teaches in the french language is not a Core French Teacher unless they are teaching the french language.

(b) If at any time it appears that there are some crowded classrooms, additional teachers may be allocated at the discretion of the Director of Education, to alleviate the problem areas. These additional teachers shall not be included in the PTR of 23.24:1.

15.02 In order to maintain the flexibility required to offer the best possible learning conditions, within the restraints outlined in 15.01, the superintendents of each family of schools, together with the principals of the schools in the family will decide on:

(a) staffing for each school

(b) class size

(c) each teacher's timetable, which includes class(es) to be taught and other assigned duties normally associated with the operation of the school.

Simcoe County Board of Education, Elementary, 1981-83

21.01 The County Pupil Teacher Ratio in the elementary schools shall be generated by the following sequence of staff assignments:

(a) The assignment of classroom teachers to each school on the basis of pre-determined average class size in each school.

(b) The assignment of certificated teachers to each school to provide supportive services as determined by the Board.

(c) The assignment of certificated teachers to provide regional and county support services to the schools as determined by the Board.

21.05 1982-1983:

(a) Elementary school classrooms shall be staffed according to the following average class size:

Kindergarten:	Maximum of 20:.5
Primary Division:	Maximum of 24:1
Junior Division:	Maximum of 29:1
Intermediate Division:	Maximum of 29:1

(b) It is agreed by both parties, that in order to maintain reasonable flexibility for staffing the schools, it is anticipated that the assigned classroom staff for all schools may not strictly comply with the stated average maxima.

(c) Those schools with assigned staff, which do not comply with the average maxima but are within a range whereby the addition or removal of staff would be unreasonable, shall be discussed by a Committee established by the Parties to this Agreement.

21.06 1983-1984:

(a) Elementary school classrooms shall be staffed according to the same average class size as described for 1982-1983.

(b) In order to increase the support service to the elementary schools a sufficient number of certificated teachers will be added to the current teacher-librarian staff to provide a full-time teacher librarian for each school.

(c) Teachers surplus to this assignment of staff, as determined by Policy 46A, shall be re-assigned according to program needs at the discretion of the Board.

C. Staffing the Schools

(a) Elementary Schools

The Administrative Council is authorized to employ a total staff for elementary schools of the County bases on estimated enrolments and the Pupil/Teacher Ratio established by the Board each year. Each Superintendent of Schools, in consultation with his Principals, will allocate staff in such a way as to best work toward the following guidelines:

- Kindergarten - maximum of 25 pupils per session per teacher.
- Primary Division - maximum of 28 pupils per teacher.
- Junior Division - maximum of 30 pupils per teacher.
- Intermediate Division - maximum of 30 pupils per teacher.

Where classes, through necessity, must exceed such maxima, extra assistance should be provided wherever possible.

(b) Secondary Schools

The Administrative Council is authorized to employ a total staff for the secondary school of the County based on estimated enrolments and the Pupil/Teacher Ratio established by the Board each year. Each Superintendent of Schools, in consultation with his Principals, will staff his schools in accordance with a "staffing formula" to be agreed upon by a joint committee of members of the Branch Affiliate and members of the Administrative Council.

Principals, within their staffing allocations and the restrictions imposed by available facilities and the necessity to consider as foremost the needs of individual students, should plan and work toward the following guidelines:

- a maximum of 180 students to be taught by one teacher during a normal school cycle,
- a maximum of approximately 240 minutes per day to be spent by a teacher in teaching students,
- a maximum of 35 students in classes taught within an academic classroom orientation,
- a maximum of 20 students taught in vocational shops or home economics rooms,
- a maximum of 16 students taught in occupations shops,
- a maximum of 16 students taught in the academic classrooms of the occupations programs.

- Timmins Board of Education Elementary, 1982-1984

POLICY ON STAFFING

Teacher staffing at the Elementary Panel for the School years 1982-83 and 1983-84 will be maintained at the present numbers, except when changes in student enrolment projections for September 30, require an increase or decrease in staffing.

The provincial pupil teacher ratio for the previous year will be the criteria for determining the increase or decrease in staffing for the amount of the change only. In all other respects the Board will endeavour to maintain its present practices.

The Board agrees that if a change is considered in present practices with reference to class size and/or pupil teacher ratio, it will advise the E.P.C. of the Branch Affiliates.

- The Board of Education for the City of Toronto Elementary, 1982-1983

SCHOOL STAFFING COMMITTEE

2.2.1.0.0. A School Staffing Committee shall be established in each elementary school.

2.2.1.1.0. The staff of each school shall elect at least ten per cent of their number to this committee.

2.2.1.2.0. The principal of the school shall be a member of this committee but shall not be included within the ten per cent under 2.2.1.1.0.

2.2.1.3.0. The recognized parents' organization(s) of the school shall be invited to have representation on this committee but this representation shall not exceed 50% of the staff representation, including the principal of the school.

2.2.2.0.0. The School Staffing Committee shall operate in accordance with guidelines developed by the Central Staffing Committee (Elementary) under 2.1.3.0.0. and approved by the Board under 2.1.5.0.0.

2.2.3.0.0. The School Staffing Committee shall concern itself only with:

2.2.3.1.0. considering the principal's proposed program for the following school year which the principal will determine following consultation with the staff and the recognized parent organization(s), it being understood such program shall not predetermine what recommendations the School Staffing Committee may propose respecting the staffing model.

2.2.3.2.0. developing and proposing a staffing model for implementation the following September,

2.2.3.3.0. considering and responding to such proposals and/or suggestions as are submitted to the Committee,

2.2.3.4.0. reviewing the current staffing model and proposing and modifications as may be required,

2.2.3.5.0. staff allocated to the school on the basis of the Toronto (Elementary) Staff Allocation Formula as approved for the year in question,

2.2.3.6.0. matters related to:

2.2.3.6.1. size and number of classes

2.2.3.6.2. length and number of instructional/ non-instructional periods, and

2.2.3.6.3. frequency and nature of such supervision of students as is required under the terms and conditions of this Agreement.

2.2.3.7.0. such other matters as may be:

2.2.3.7.1. recommended by the Central Staffing Committee (Elementary), and

2.2.3.7.2. approved by the Board in accordance with 2.1.5.0.0.

2.2.4.0.0. The School Staffing Committee shall develop and propose a staffing model for consideration at a meeting of the full staff. This report shall recommend the number of classes and a class size or sizes for each division of the school (Kindergarten, Primary, Junior, Intermediate) on the basis of that school's projected enrolment and projected staff allocation.

2.2.5.0.0. The School Staffing Committee shall submit its recommendations, along with any minority reports, to a meeting of the school staff which the parents' representatives shall have the opportunity to attend.

2.2.5.1.0. Copies of this report shall be forwarded to the parent representative(s) who shall be invited to this meeting of the school staff and who may participate in the dicussion at that time.

2.2.5.2.0. The staff may approve, amend, or reject the proposal(s) of the School Staffing Committee.

2.2.5.3.0. Prior to this meeting, the principal shall have called a meeting of parents and staff to discuss the curriculum needs of the school for the following school year.

2.2.6.0.0. The report of the staff with respect to the proposed model which the staff recommends shall be forwarded to the Area Superintendent for consideration and approval.

2.2.6.1.0. a copy of the report including any minority report(s) submitted in accordance with 2.2.7.0.0. shall be forwarded to the parent representative(s).

2.2.7.0.0. When a model is forwarded to the Area Superintendent, any minority reports that have been presented at the full meeting of the staff, under 2.2.5.0.0., will be appended at the request of the Teacher(s) who presented the minority report.

2.2.7.1.0. The Area Superintendent shall consider such minority reports when considering the majority report submitted under 2.2.6.0.0.

2.2.8.0.0. The Area Superintendent may approve the model or refer it back to the School Staffing Committee with recommendations.

2.2.9.0.0. The Area Superintendent shall be the final arbitrator in all matters relating to the decision-making of the School Staffing Committee.

2.2.10.0.0. No Teacher shall be required to teach a class in excess of three students above the class size as determined under 2.2.8.0.0. unless the Teacher so agrees.

- Wentworth County Board of Education, Elementary, 1982-1983

STAFFING

25.02 (a) The average class size per division shall be calculated by dividing the number of full-time equivalent students by the number of classes. For classes containing students of more than one division, the students shall be included as part of the appropriate division, and the classes shall be included as a percentage which represents the number of students compared to the total class size.

(b) Based on the Board's enrolment as of September 30 the average sizes per division shall not exceed:

(i)	Kindergarten	22
(ii)	Primary Division (Grades 1-3)	25
(iii)	Junior Division (Grades 4-6)	27
(iv)	Intermediate Division (Grades 7 & 8)	29

- Board of Education for the Borough of York Elementary, 1982-1983

Article 39 - CLASS SIZES AND RANGES

39.01 Every effort shall be made to organize each school for the school years 1982-83 and 1983-84 using the optimum class sizes and ranges as follows:

(a) For the 1982-83 school year:

Junior Kindergarten	19+ -5	14-24
Senior Kindergarten	23+ -5	18-28
Grades 1,2 and 3	25+ -5	20-30
Grades 4,5 and 6	28+5-4	24-33
Grades 7 and 8	29+6-9	20-35

(b) For the 1983-84 school year:

Junior Kindergarten	19+ -5	14-24
Senior Kindergarten	23+ -5	18-28
Grades 1,2 and 3	25+ -5	20-30
Grades 4,5 and 6	28+5-4	24-33
Grades 7 and 8	29+6-9	20-35

39.02 By October 30 of each year, the Superintendent of Personnel shall inform each Branch Affiliate president of all classes outside the established ranges. If deemed necessary a meeting shall be held at the request of either or both presidents to review the allocation of staff and the organization of such staff in any public school which has ranges outside the established ranges.

39.03 (a) After the staff has been allocated to the school the principal shall involve the teaching staff in discussions of school organization.

(b) Where the allotment of staff allows for a school to be organized in accordance with the class size ranges, but there is reason to believe that the interests of both pupils and Teachers would be better served by organizing classes outside those ranges, such organization shall not be finalized without consultation with the staff of the school.

- Central Algoma Board of Education, Secondary, 1982-1983

Item 9:06 The classroom staff component shall be determined by the following class sizes.

(a)	Non-technical	Advanced	30
		General	25
		Open	25
		Base	20
		Modified	15
(b)	Technical	Open	20
		Base	20
(c)	Exceptions	Arts	30
		Drafting	25
		Machine Calculations	30
		Physical Education	30
		Recreational Education	30
		Typing (manual)	33
		Typing (electric)	28
		Computer Literacy	24
		Data Processing	24
		Computer Science	24

Item 9:07 It is understood that, if necessary, the class sizes in Items 9:06 (a) and 9:06 (b) may be increased by 10% and that in special circumstances, the Board may exceed these class sizes (class sizes + 10%) but only after consultation with the teacher(s) concerned and an Affiliate representative.

- Frontenac County Board of Education, Secondary, 1982-1984

ARTICLE V - STAFFING

5.1 In establishing staffing for the 1982/84 school years, there shall be no change in the present Board practices with reference to class sizes, pupil/teacher ratio, and teacher workload, unless negotiated. (See Appendix 'A' which is included solely as a guide for this clause.)

APPENDIX "A"

(3) Guidelines for Class Loading

a) Level 5 or 6 Academic: 25-35 with average of 30. Minimum number for a class: 15.

b) Level 4 Academic: 20-30 with average of 25.

c) Level 4 and 5 Technical Options: 16-20.

d) Level 3 Academic and Practical: 16-20

e) Level 2 and 3 combined in Academic and Practical: 12-16.

f) Level 2 Academic and Practical and other Special Education classes: 12-14.

g) Business Education: as for corresponding Academic level but related to physical accommodation and equipment.

h) Level 4,5,6 Modern Language Direct Augio Programs: 20-25.

- Haldimand Board of Education, Secondary, 1982-1983

20.05 Class Size

The Board recognizes that the following figures should be considered maximums in organizing the schools commencing in the planning and implementation for the 1982-1983 school year with full implementation for the 1983-1984 school year. The teachers recognize that it may be necessary to exceed these maximums.

Academic & Business

Advanced	34
Open	32
General	30
Remedial	18
Basic	20
Modified	14

Technical & Family Studies

Advanced/Open/General	22
Basic	16

Further, it is expected that principals will include a teacher representative with department heads in the early stages of planning for the next school year.

• Huron County Board of Education, Secondary, 1981-1983

28.03 Guidelines

Pupil Period Contacts (PPC's)

No Branch Affiliate Member's PPC's shall exceed the following guidelines:

(a)	Students taking Advanced Credits	180
(b)	Students taking General Credits	150
(c)	Students taking Technical Credits	120
(d)	Students taking Basic Credits	120
(e)	Students taking Modified Credits	90

28.04 Average Class Size

No Branch Affiliate Member's average class size shall exceed the following guidelines:

(a)	Students taking Advanced Credits	30
(b)	Students taking General Credits	25
(c)	Students taking Technical Credits	20
(d)	Students taking Basic Credits	20
(e)	Students Taking Modified Credits	15

28.09 Resolution of Problems

28.09.01 Any teacher who feels unfairly treated in the assignment of workload or believes he/she has a complaint concerning the administration or application of the matters referred to in Article XXVIII may lodge a concern, in writing, with his/her Principal or Director of Education or his designate provided that no complaint will be made to the Director of Education before September 30, nor after October 31.

28.09.02 The Director of Education or his designate shall consult with the Workload Committee and shall render a decision within fifteen (15) calendar days of receiving a written complaint.

28.09.03 If the Teacher is not satisfied with the decision of the Director, then he or she may refer the matter directly to arbitration as denoted in Article 8.90.

28.09.04 It is understood that the normal solution for a teacher having a workload beyond the workload guidelines defined in Article XXVIII would be the readjustment and redistribution of part of that workload to another teacher or teachers. If the Board is unable to adjust the workload or take any other appropriate steps to solve the problem, the Board would not be precluded from hiring additional staff.

• Kent County Board of Education, Secondary, 1982-1983

CONDITIONS OF WORK:

14:01 (a) The teachers and the Collective Bargaining Committee recognize that it is the sole and exclusive right of the Board to manage the affairs of the Board, including the exclusive right:

(i) To determine, plan and control the nature and the quality of teaching programs and subjects to be taught in the Secondary School system.

(ii) To establish the hours of school and the school year and other such duties and responsibilities of the Board as are outlined in the Acts and Regulations pertaining to Education in the Province of Ontario.

(iii) To make, enforce and alter from time to time reasonable rules and regulations groverning teachers.

(iv) To plan and control the number of teachers to be employed, the number of students to be allocated to a program, and the class size subject to the provisions outlined in Article 14:01 (b).

(b) The Board shall endeavour to achieve the following guidelines. Teachers should understand that it may not be possible to construct a timetable that can achieve all of the following guidelines. However, where exceptions to guidelines occur, the teacher involved should be made aware of the factors causing the exception.

(i) The Administration of each school should follow these gudelines for the maximum number of students placed in each class:

Advanced, Open and Commercial	- 30 students;
General Academic	- 25 students;
Technical & Home Economics Practical	- 20 students;
Occupational and Remedial	- 15 students.

(vi) In circumstances where the Board agrees to the establishment of small classes that would require other classes to seriously exceed the guidelines set out in (b) above, additional staff will be allocated to compensate for this condition.

(viii) A committee comprising three (3) representatives of each party to this Agreement will meet to review the application of the conditions set out in this Article. The following procedures will be adhered to in carrying out the above review:

(a) Following the completion of the Survey of Student Options, the Principal of each school will prepare a preliminary organizational plan for the succeeding school term.

(b) Prior to the end of June, the committee will meet to review the proposed organization for each school and will make any necessary recommendations that are required to correct serious violations of the conditions of this Article.

(c) Principals will amend the proposed organization in accordance with the committee's recommendations, where possible.

(d) Prior to the end of August, the committee will meet to review the amended organization for each school and will make further recommendations that are required to correct serious violations that exist.

(e) Principals will amend the school organization in accordance with the committee's recommendations either prior to school opening or as soon thereafter as possible.

(f) Prior to the end of November, the committee will review the school organization and make recommendations for changes which would be implemented beginning the second term or second semester, as appropriate.

(ix) Where it is considered necessary to combine two classes into a single class, the lower class-size guideline will be applicable. The principal will make every effort to adjust the curriculum to make the course content suitable to the situation.

- Lakehead Board of Education, Secondary, 1981-1983

7:00 The Board shall hire staff for each secondary school within its system as follows:

(g) a sufficient number of Teachers to ensure average class sizes in each of the branches of the programme based upon adjusted student requests as of April 10th, adjusted in accordance with the provisions of 7:03 of this Article, such average class sizes to be as follows:

i) Composite High School

1. Academic-Commercial - 26 students/class
2. Technical-Home Economics - 18 students/class

ii) Special Vocational Schools

1. Academic-Commercial - 21 students/class
2. Technical-Home Economics - 16 students/class

• Lambton County Board of Education, Secondary, 1982-1983

1102 CONDITIONS OF WORK

(a) The staff complement for the school system shall be determined by the Board after having reviewed and considered the recommendations of the Personnel Complement Committee established pursuant to the Memorandum of Agreement dated January 2, 1973.

(b) CONDITIONS OF WORK FOR QUALITY TEACHING - GUIDELINES FOR SECONDARY SCHOOLS

The Committee for Conditions of Work for Quality Teaching, and the Administrative Council recommend that the following general guidelines are desirable for good teaching and learning conditions:

(i) "The following ranges of class size:

ACADEMIC	15 - 30
VOCATIONAL	10 - 20
OCCUPATIONS	10 - 17"

1 "Academic" include all classes that are taught in a regular classroom, science laboratory, and commercial room.

"Vocational" include all classes that occur in special areas and are thus restricted by available facilities.

"Occupational" include all classes that are taken by occupations students.

11 The minimums and maximums have been suggested to provide the most effective uses of teacher resources

111 If student selection of courses make it necessary for class sizes to go outside these ranges, the teachers are expected to co-operate with principals' decisions.

(c) *Any teacher who feels that his/her workload does not conform with 1102(b) may have it reviewed by a workload committee composed of the Superintendent of Instruction, the Superintendent of Schools for that area, the O.S.S.T.F. D-3 President, and a representative of the school branch affiliate. The decision of the committee shall be final and binding on both parties.*

Unless mutually agreed otherwise, this section will not be available after the 1982-83 school year.

- Leeds and Grenville County Board of Education, Secondary, 1982-1983

ARTICLE X - CONDITIONS OF TEACHING

10.05 Deployment of Staff

(d) The Board reaffirms its agreement of intent regarding class size as set out in the minutes of the Board meeting of August 31, 1971 which reads:

"The Leeds and Grenville County Board of Education accepts in principle that classes in academic and commercial subjects become crowded at thirty (30) students, in technical at twenty (20) students, and in occupational at sixteen (16) students. The Board states its continuing intention to so staff the secondary schools so that class size will reflect this principle, in keeping with a sound practice in education administration and finance, and with modern techniques of flexible organization and programming."

(e) Every reasonable effort shall be made to ensure that the maximum class sizes do not exceed the following:

Instruction Assignment	No. in Students in Class 1982-84
Level 5 (Academic, Commercial)	33
Levels 4 & 7 (Academic, Commercial)	33
Moderns, Art, Music, Family Studies (Academic)	29
Technical Shops, Drafting, Family Studies (Practical)	22
Levels 2 & 3 (Occupations - Academic)	22
Level 2 (Occupations - Shops)	17

It is understood and agreed that every reasonable effort will have been made by the Board so long as the number of classes greater than the limits above do not exceed five percent (5%).

(f) Multi-Credit Classes

It is understood by both parties that multi-credit and Level 7 classes are frequently not an ideal learning situation and that every effort should be made to limit the number of these classes.

(i) In both semestered and non-semestered schools, no class shall contain more than two adjacent grade levels or two adjacent levels of difficulty.

(ii) Adjacent levels of difficulty shall be interpreted as the following:

Levels 4 and 7, 5 and 7, 4 and 5, 5 and 6, 3 and 4, 2 and 3.

(iii) Any requests for situations outside these guidelines shall be considered by a committee which shall comprise the District President or designate and Grievance Officer, a Trustee, a representative of the Headmasters' Council, and the Superintendent of Education - Personnel or his designate.

Submissions shall be made to the Superintendent of Education - Personnel prior to May 15 in the school year preceding implementation.

(iv) Maximum class sizes for multi-credit classes shall be as follows:

Class Category	No. of Students in a Class 1982-84
Levels 4 & 7 (Academic, Commercial)	28
Level 5 (Academic, Commercial)	28
Moderns, Art, Music, Family Studies (Academic)	26
Technical Shops, Drafting Family Studies (Practical)	17
Level 2 and 3 (Occupations - Academic)	17
Level 2 (Occupations - Shops)	14

(v) Slippage

Classes in excess of these multi-credit class size maximum numbers will count towards the total slippage permissible under the Collective Agreement (five percent (5%) in 1982-84). Split classes over the maximum number shall be reviewed by the Committee (see (iii) above).

(vi) Proportion of Level 7 Classes to Multi-Credit Classes

(1) The sum of the Level 7 classes and multi-credit classes in a school, expressed as a percentage of the total classes in the school, shall not increase from the school year 1982-83 to the school year 1983-83.

(2) Principals shall endeavour to maintain the same proportion of Level 7 classes to multi-credit classes in 1982-83 as were in existence in 1981-82.

- Lincoln County Board of Education, Secondary, 1982-1983

Article 11. CLASS SIZE AND TEACHER WORKLOAD

11.04 While the following average P.T.C. loads as of October 15th are desirable, it must be understood that the workload for an individual teacher may exceed the average. It is recognized that an individual workload of up to 5% over the average is non-grievable.

Subject	P.T.C. av. per school	P.T.C. av. per teacher
Advanced	30	180
General	25	150
Open	25	150
Basic Academic	20	120
Advanced General Open Shops	20	120
Basic Shops Modified Shops	15	90

11.05 iii) Every reasonable attempt will be made to keep the teacher's P.T.C. to the numbers referred to in 11.04

- Manitoulin Board of Education, Secondary, 1982-1983

7.02 CLASS SIZES

The Board will make every reasonable effort to provide sufficient teachers to meet the following school average class sizes:

(i) Average advanced level academic class size 26.2

(ii) Average general and Open level academic class size 25.7

(iii) Average advanced, general & open level shop class size 18.5

(iv) Average occupational level academic class size 17.9

(v) Average occupational level shop class size 15.6

Michipicoten Board of Education, Secondary, 1981-1983

11.02 Class Size

a. i. The Board shall limit class maximums at the following levels:

Type of Class	Number
Advanced	30
General and Open	25
Technical and Family Studies	20
Basic	16

ii. In the case of a mixed class, the maximum number of students shall be the weighted average of the class size maximums.

Type of Class	Number
Advanced	30
General and Open	25
Technical and Family Studies	20
Basic	16
Modified	8

The maximum number of students shall be determined by multiplying the respective class maximum by the percentage of that type of student in the class and summing.

b. Nothwithstanding 11.02 a, it is the Board's right to deviate from 11.02 a, after consultation with the Branch Affiliates, the principal, the respective department head, teacher, and Grievance Officer.

• Niagara South Board of Education, Secondary, 1982-1983

ARTICLE 11 WORKING CONDITIONS

11.02.02 Pupil-Teacher Contracts for instructional purposes shall not exceed:

Advanced, General and Open Level Academic Subjects	180
Senior Level (Grades 12 & 13) Chemistry	150
Technical Subjects	120
Basic Level Courses - Academic & Composite Schools	120
Vocational Academic Subjects	120
Vocational Practical Subjects	96

based on a normal class size guideline for 1982-83 which, wherever possible, should not exceed:

Advanced, General and Open Level Academic Subjects	30
Senior Level (Grades 12 & 13) Chemistry	25
Technical Subjects	20
Basic Level Courses - Academic & Composite Schools	20
Vocational Academic Subjects	20
Vocational Practical Subjects	16

Pupil-Teacher Contacts for semestered schools ideally shall not exceed 90 or equivalent in any one semester, but in no case shall it exceed this figure by more than 10% in any one semester.

In any case, the maximum Pupil-Teacher Contacts in semestered schools shall not exceed 180 or equivalent per school year.

11.02.03 It is understood that when a teacher is teaching more than one level within a class or where two or more classes from different levels are combined within the timetable, the above numbers shall be prorated accordingly.

• North Shore Board of Education, Secondary, 1981-1983

ARTICLE XIII - SERVICE

13:01 It is the desire of the Board and the Teachers to strive constantly for improvement in the quality of education offered to students under the Board's jurisdiction.

Staffing details are contained in the policy No. 015A - P.T.R./ Class Size (Secondary Schools) - dated May 7, 1979.

POLICY STATEMENT

The Board also recognized the following class size as desirable maxima:

Advanced & General	30 students
Technical	20 students
Basic	15 students

It is understood that these class sizes are provided only as a guide to the Senior Administration and Principals for the organization of the Board's Secondary Schools, and local circumstances or unusual conditions may dictate adjustments to these limits.

• Nipigon-Red Rock Board of Education, Secondary, 1982-1983

ARTICLE XVII - STAFF ALLOCATION AND CONDITIONS OF WORK

17.02 a) The Board shall provide sufficient teachers for the secondary school to meet class size guidelines as listed in board policy 5-20, which appears as Appendix "A" of the Collective Agreement.

APPENDIX "A"

5.20 SECONDARY CLASS SIZE

The policy regarding class sizes which appear below are jointly negotiated by the Collective Bargaining Committees of the Board and the Secondary School Teachers and shall remain in effect until revised by both parties.

The guidelines for class sizes in the Secondary School shall be as follows in an attempt to fulfill the requirements under Ontario Regulation 704/78, Section 35 (1) (e) & (f).

a) Average class size in the Secondary School shall be as follows:

i)	Academic & Commercial	- 25 students per class
ii)	Technical	- 18 " " "
iii)	a) Occupational Academic	- 16 " " "
	b) Occupational Shop	- 14 " " "

b) Maximum class size in the Secondary School shall be as follows:

i)	Academic & Commercial	- 30 students per class
ii)	Technical	- 22 " " "
iii)	a) Occupational Academic	- 18 " " "
	b) Occupational Shop	- 16 " " "

c) Maximum Pupil-Teacher Contacts in the Secondary School are as follows:

i)	Academic & Commercial	- 150 students per day
ii)	Technical	- 108 " " "
iii)	a) Occupational Academic	- 96 " " "
	b) Occupational Shop	- 96 " " "

d) A further 10% may be added to all members in a), b) and c) above to maintain flexibility in timetabling.

e) Any further increases in class sizes will be at the discretion of the teacher involved.

• Nipissing Board of Education, Secondary, 1982-1983

Article #14

Teacher Workload and Class Size

14.03 Maximum Workload and Class Size For Secondary Schools with Enrolments over four hundred (400).

14.03 (a) 6 teaching periods per teacher per day (as an average) based on a school day of 8 periods plus lunch over equivalent for schools based on a different timetable.

14.03 (b) 4 different lesson preparations per day (on the average) or equivalent for schools based on a different timetable.

14.04 (c) Maximum class size of:

i) 35 students in academic five-year classes
ii) 30 students in open academic classes (i.e. in 5 year and 4 year mixes)
iii) 30 students in academic 4 year classes
iv) 20 students in occupations classes in academic subjects
v) 24 students in 5 and 4 year technical shop classes
vi) 15 students in occupations shop classes

14.03 (d) In any case where the total number of student/teacher contacts per day exceeds 180 - 11N students (where N is the daily number of occupation classes assigned) as defined above this case shall count as two instances of overload for the purposes of 14.05.

14.04 Maximum Workload and Class Size for Secondary Schools with enrolments under four hundred (400).

14.04 (a) 7 teaching periods out of one teaching cycle (based on a teaching cycle of 9 periods in a day and a half)

14.04 (b) 5 different lesson preparations per teaching cycle (on the average)

14.04 (c) class sizes as outlined in 14.03 (c)

14.04 (d) In any case where the total of Teacher pupil contacts per day exceeds 160 - 7 N students as defined above this case shall count as two instances of overload for the purposes of 14.05.

14.05 (a) On or about September 30th of each school year, the Principal of each secondary school shall examine the timetables of the teaching staff of that school with respect to the guideline maximums stated in 14.03 and 14.04 above.

14.05 (b) The Principal shall identify those teachers (if any) whose timetable requires that the maximum guideline figure stated in 14.03 and 14.04 above be exceeded in two or more instances.

14.05 (c) Every two excesses over the class sizes in 14.03 (c) shall count as one separate instance.

14.05 (d) If those teacher's timetables cannot be brought within the guideline maximum by means of simple timetable changes, the Principal shall determine, in consultation with the Teacher as the first step, and if unresolved, in consultation with the Teacher and the school Branch President in the case of an OSSTF Teacher or the AEFO representative in the case of an AEFO Teacher, as a second step, suitable forms of timetable compensation (such as reduction or elimination of on-calls, examination supervision, year-end duties, home-form duties, hall or cafeteria supervision, etc.) for the Teacher involved.

14.05 (e) For every six teachers that exceed the maximum guidelines, as specified in 14.03 and 14.04 in two or more instances as defined in 14.03 (d), 14.04 (d), and 14.05 (a) above, and remain unresolved, the form of compensation shall be the allocation of one additional Teacher, if available from the Supply Pool, to alleviate the workload of those six individual Teachers.

14.05 (f) These changes shall be implemented as soon as possible after September 30th and no later than October 30th.

14.06 As soon as possible after September 30th, the Board shall provide the Federation Affiliates with its data on workload and class size for each Teacher, including number of teaching periods per day, number of student/Teacher contacts, number of lesson preparations, number of students in each class, and any timetable compensations required from 14.05 above for those Teachers affected.

- Northumberland and Newcastle Board of Education, Secondary, 1981-1983

ARTICLE IX - STAFFING POLICY

9.01 d) Effective September 1, 1982 the Secondary School Staff shall be deployed in accordance with the Northumberland and Newcastle Secondary School Staffing Guidelines. (See attached memorandum re Staffing Committee).

APPENDIX A - GUIDELINE FOR STAFFING

As a guide to principals in the formulation of classes, the Board endorses the desirability of the following objectives relative to class size:

1. a) in academic subjects, an upper limit of 36 students

   b) in vocational subjects, an upper limit of 24 students.

2. It is recognized and accepted that conditions may exist which constitute necessary or valid reasons for exceeding these desirable maxima such as:

   a) Suitable accommodation is not available in the school to permit scheduling of any additional class or classes in that subject.

   b) Conformity to the class size objective would necessitate reduced instructional time for one or more classes.

   c) Conformity to the class size objective would result in the organization of one or more classes, approximately half normal size.

   d) A class larger than the maximum is necessary or desirable in order to provide for specialized or experimental instruction.

   e) Impracticality of making necessary Teacher reassignments within a school or between schools.

   f) A Teacher request to assume a larger class.

- Simcoe County Board of Education, Secondary, 1981-1983

ARTICLE 25 -- BOARD POLICIES, RE. WORKING CONDITIONS

25.01 Revisions, deletions or additions to Board Policies which directly affect working conditions, (Policies numbered 1, 4, 24, 40, 46 49 and 51 and their regulations) may not become effective before the end of the current contract year unless agreed to by the members of the T.T.R.C. appointed by the Branch Affiliates. The Board reserves the right to amend, delete or add to Policies directly affecting working conditions at the end of the contract year providing notice of such change has been given to the T.T.R.C. prior to February 1, of that year. Contraventions of the above-mentioned policies during the contract year will be grievable through the grievance procedure.

A. Preamble

The Simcoe County Board of Education recognizes that the principal, subject to the approval of his Superintendent of Schools, bears the responsibility for the organization of his school, and that the principal, in co-operation with his staff, must utilize the available personnel provided through Board staffing decisions, in such a way as to provide the best possible educational environment for the students. As important segments of this environment, the size of classes and the opportunities for teachers to give adequate attention to the requirements of their students are of importance to the Board, its staff and its pupils.

In order to provide for conditions which are conducive to the optimum organization for learning, the principal is urged to work closely with his staff in the allocation of personnel and resources to school programs. In every case, the top priority must be given to the best interests of the students within or entering the school system.

Recognizing the difficulty in identifying the optimum staffing ratio to meet the needs of students in each school within the system, the Board will establish in its annual budget, an amount for salaries based on staffing ratios for elementary schools and secondary schools of the system. Teachers from these pools of available personnel shall be assigned to each school in the numbers allocated by the Administrative Council in consultation with the principals concerned. While, in a growing enrolment area with limited accommodation available, it may not be possible to always keep the size of the classes to that considered most desirable educationally, the Board shall attempt to provide teacher strength sufficient to give students the individual attention they require.

Consideration of priorities in the utilization of staff involves time allocated for supervision and administration. Principals are reminded that supervisory time allocated to themselves or other staff members is to be used primarily for the improvement of instruction. Every effort must be made to handle necessary administrative matters in an efficient and effective manner with the least interruption of the educational objectives. Administration must be a service and facilitator for the educational process within the school.

C. Staffing the Schools

(b) Secondary Schools

The Administrative Council is authorized to employ a total staff for the secondary schools of the County based on estimated enrolments and the Pupil/Teacher Ratio established by the Board each year. Each Superintendent of Schools, in consultation with his principals, will staff his schools in accordance with a 'staffing formula' to be agreed upon by a joint committee of members of the Branch Affiliate and members of the Administrative Council.

Principals, within their staffing allocation and the restrictions imposed by available facilities and the necessity to consider as foremost the needs of individual students, should plan and work toward the following guidelines:

- a maximum of 180 students to be taught by one teacher during a normal school cycle or an average maximum of 180 students averaged over two (2) semesters in a semestered school,

- a maximum of 90 students to be taught by one half-time teacher during a normal school cycle or an average maximum of 90 students averaged over two (2) semesters in a semestered school,

- a maximum of approximately 240 minutes per day to be spent by a teacher in teaching students,

- a maximum of approximately 120 minutes per day to be spent by a half-time teacher in teaching students.

- for a part-time teacher whose assignment is defined as a fraction other than one-half of a full-time teacher, the maximum number of students and minutes for that teacher shall be directly proportional to that of a full-time teacher.

- a maximum of 35 students in classes taught within an academic classroom orientation,

- a maximum of 20 students taught in vocational shops or home economics rooms,

- a maximum of 16 students taught in occupations shops,

- a maximum of 16 students taught in the academic classrooms of the occupations programs.

Education Relations Commission

- Stormont, Dundas and Glengarry County Board of Education, Secondary, 1982-1983

Staffing Allocation Review Committee

25:01 A committee known as the Staffing Allocation Review Committee, shall be formed and shall consist of the following three (3) elements:

1 - Two (2) Trustees
2 - Two (2) appointees of the Director of Education
3 - Four (4) Federation appointees, one of which to be principal of a secondary school

25:02 a) The Staffing Allocation Review Committee will monitor the application of the Letter of Commitment.

b) Grievances by individuals on the application of the Letter of Commitment will be submitted to the Staffing Allociation Committee by September 30 for non-semestered schools, and by February 20 for semestered schools, in accordance with Article 25:03.

This is a Letter of Commitment, relating to Guidelines on Time a Teacher will be in contact with Students, and Guidelines on Class Sizes for the school year 1982-1983.

Based on a forty-period week, the maximum number of Students a Teacher will be expected to be in contact with, in the performance of his instructionsl duties, will be as per the following:

Instructional Assignment	Number of Students per day
Pre-vocational	72
Modified Academic	120
Modified Practical	96
Academic Classes	180
Commercial Classes	180
Technical Shops	120
Family Studies	150

Based on a forty-period week, the Teacher will have thirty teaching periods. The remaining ten periods will be designated as unassigned time. However, it is understood that each Teacher may be called upon by his Principal to perform contact activities to a maximum of five of the ten unassigned periods. The foregoing will apply to Department Heads except that, where required, a Department Head will have up to an additional five extra periods to fulfill the duties of the position of responsiblity.

The equivalent student contact and teaching periods would apply in semestered schools.

Contact activities include supervision or on-call, or such other duties as fall within the meaning of a Teacher's contract or may be agreed upon by the Teacher and his Principal.

The implementation of the above will be responsibility of the Principal, and respects the principle of school autonomy. The provision of adequate staffing for the above will be the responsibility of the Board.

- Timiskaming Board of Education, Secondary, 1981-1983

1.02:01 CONDITIONS OF WORK:

The Board will endeavour to limit the size of:

(a) Advanced Level classes to not more than 30
(b) Senior General Level classes to not more than 30
(c) Classes not otherwise identified in this clause to not more than 30.

(d) Intermediate (Grades 9 and 10) General Level classes in English, anglais, French, francais, History, Geography, Mathematics or Science to not more than 25.
(e) Shop or Home Economics practical classes to not more than 20.
(f) Occupations or Basic Level classes to not more than 16.
(g) Services or Modified Level Classes to not more than 12.
(h) In the case of combined classes, the class size will conform to the recommended number for the largest sub-group making up that combined class.

Class sizes shall be reviewed by the Principals and the Superintendent by September 15, and they shall report to the Board.

In the semestered schools class sizes will be reviewed on February 15 as well and the Principals and the Superintendent shall report to the Board.

• Timmins Board of Education, Secondary, 1982-1983

ARTICLE XVIII - WORKING CONDITIONS

18.01 Timetabling and Class Size

In organizing each secondary school and in scheduling the teachers' timetables for the school year, each Principal will make every reasonable effort to comply with the following guidelines:

A. MAXIMUM LIMITS

a) Five-year classes ..... 35 students
b) Four-year classes ..... 30 students
c) Occupational academic classes ..... 20 students
d) Technical classes ..... 20 students
e) Occupational practical classes .... 18 students
f) Six teaching periods per day (as as average) based on a school day of 8 periods plus lunch.

These maximum limits are to apply as of September 30

Realizing that difficulties may arise in certain cases in scheduling classes of sizes within these maximum limits, a maximum of two classes of a teacher's timetable may exceed these maximum limits in special cases providing this teacher's total pupil contact does not exceed the following average figures:

a) 30 students in five-year classes
b) 27 students in four-year classes
c) 18 students in occupational academic classes
d) 18 students in technical classes
e) 15 students in occupational practical classes

As example, if a teacher has three five-year classes, two four-year classes and one occupational academic class, then the teacher's total pupil contact must not exceed 30 + 30 + 30 + 27 + 27 + 18 = 162 in the event that one of his classes or two at the most exceed the limites as outlined above.

No Teacher shall have more that 200 teacher/student contacts per day.

- West Parry Sound Board of Education, Secondary, 1981-1983

ARTICLE 8 - WORKLOAD COMMITTEE

8.01 It is agreed that a committee (the "Workload Committee") composed of three teachers appointed by the Executive of the Branch Affiliate, the Principal, two Trustees appointed by the Board, and two Members of the Board's Senior Administrative Staff, appointed by the Director of Education, shall be established forthwith.

8.02 The Workload Committee shall appoint a Chairman from amongst its members who shall have one vote on all matters.

8.03 The role of the Workload Committee shall be to monitor the implementation of the provisions of Articles 9.00 and 10.00 and to make recommendations to the Board as to the minimum number of teachers required to meet those provisions. In addition, the Workload Committee shall perform such other functions as may be assigned to it in this Article, and, in particular, it shall consider any other matters relevant to workload and working conditions and shall submit a report with respect to such matters, which report may include a minority report or recommendations, to the Board through the Director of Education and the Executive of the Branch Affiliate. The reports and recommendations referred to herein shall be submitted by no later than April 30 in each year of the existence of the Workload Committee.

8.04 The Workload Committee shall meet at least four times per year.

ARTICLE 10 - WORKLOAD PROVISIONS

10.05 It is agreed that the question of maximum class size for the categories referred to below is a matter that shall be studied by and be the subject of a report from the Workload Committee. For the 1982-83 school year it is agreed that the following class sizes (hereinafter referred to as the "Target Class Size") shall be used for the purpose of Article 10.06 herein:

A Courses	38 students
B Courses	28 students
C Courses	22 students
D Courses	18 students

where A, B, C and D Courses are as defined in Appendix A hereto.

10.06 Every reasonable effort shall be made to avoid class sizes which exceed the Target Class Sizes through timetable changes. If, as of September 30, classes exist which exceed the Target Class Sizes, the Board shall be required to hire up to two additional teachers to those required by Article 9.01 to eliminate such classes. If, after such teacher or teachers are hired, classes still exist which exceed the Target Class Sizes referred to above, every reasonable effort will be made to distribute such classes equitably among the teachers employed by the Board. The provisions of this clause shall be implemented on or before

October 20. It is recognized by the parties that it is desirable to hire any additional teachers required by this Article at the earlies possible date and it is intendent that the Workload Committee will endeavour to establish guidelines for such early hiring.

APPENDIX A

A Courses:

Gr. 9	Gr. 10	Gr. 11	Gr. 12	Gr. 13
BTY 100	BTY 200	BAC 300	BAC 400	BAC 500
ENG 150	ENG 250	BMK 300	BUE 400	END 550
GEO 150	GEO 250	ENG 340	BLW 400	ENN 550
HIS 150	HIS 250	ENG 350	ENG 440	FCS 550
MAT 150	MAT 250	GEO 350	ENG 441	HIS 550
MUI 150	MUI 250	HIS 340	ENG 450	HIS 551
SPH 150	SBI 250	HIS 350	ENG 451	GEO 550
		HMS 340	FCS 400	LGE 550
		LGE 350	GEU 450	MAA 550
		MAT 340	GEO 440	MAB 550
		MAT 350	HIS 400	MAC 550
		MUI 350	LGE 450	MUI 550
		SBI 340	MAT 440	PHE 550
		SPH 340	MAT 450	SHP 550
		SPH 350	MUI 450	SCH 550
		GEO 340	SCH 440	SBI 550
			SCH 450	
			BCS 400	
			HIS 450	

Adult Education Courses

B Courses:

ART 150	ART 250	ART 350	ART 450	ART 550
BCE 100	BDP 200	BCP 300	BCP 400	LFR 550
ENG 140	RNG 240	BMA 340	BMA 440	
GEO 140	CGH 240	LFR 350	BSH 402	
HIS 140	HIS 240	MCS 350	LFR 450	
CGH 140	GEO 240	PEB 300	PEB 400	
LFR 150	LFR 250	PEG 300	PEG 400	
MAT 140	MAT 240	TAU 301		
PEB 100	PEB 200	SBE 300		
PEG 150	PEG 200			
SGS 140	SBI 240			
	SPH 240			

C Courses:

FCS 100	FCS 200	TAU 302	TAU 402
MAT 130	MAT 230	TBT 302	TBT 402
TEX 100	TAU 200	TMT 302	TMT 402
TEX 102	TBC 200	TET 302	TET 402
	TDG 200	TEC 301	
	TMA 200	FCS 300	
	TEC 200		
	TEU 200		

Plus all Vocational Academic Courses and Merchandising

Board of Education for the City of Windsor, Secondary, 1981-1984

ARTICLE X - STAFFING

10.02 The criteria to be employed by the Teacher Board Complement Committee in making its allocation under Section 10.01(c) of this Agreement shall be as follows:

(a) the maximum teaching load per teacher will be six (6) credits per year;

(b) the maximum teaching load per department head Category I (Major) will be five (5) credits per year;

(c) the maximum teaching load per director will be three (3) credits per year;

(d) teachers shall not cover classes for other teachers except in an emergency and emergency shall mean "unforseeable circumstances occurring during regular school hours";

(e) the maximum number of counselling periods for a counsellor will be thirty (30) periods in a forty (40) period week or its adjusted equivalent in schools not on a 40 period week;

(f) to reflect the varying needs of different types of classes and services the following relative class sizes shall be used to derive appropriate weighting factors for determining teaching and service periods required in each school:

Academic (Advanced and Open Level).....25
Academic (General Level).....22
Science (Advanced).....23
French.....22
Technical.....17
Academic Vocational.....18
Shop Vocational.....13
Remedial (Academic).....15
Counselling Services.....13

Dufferin-Peel R.C.S.S., 1982-83

ARTICLE 13 - WORKING CONDITIONS

13.012 Class Size

Under the intention of allowing for flexibility and providing for individual needs, the following staffing guidelines will be established to generate a number of specific personnel within each family of schools. This formula shall be based on the numbers as of October 1, 1982.

Gr. 1 - 2 ..... 1:26
Gr. 3 - 8 ..... 1:30
Gr. 9 - 10 ..... 1:25

Under exceptional circumstances, the Superintendent may need to adjust these ratios to meet specific needs.

A copy of the Principal's monthly report shall be sent to the President of O.E.C.T.A.

Where an individual class exceeds the above ratio by 5 in grades 1 - 2, or reaches 35 in grades 3 - 10, based on the Principal's monthly report, the staffing within that school will automatically be reviewed by a committee consisting of the Director of Education and the President of O.EC.T.A. or their designates.

13.012A Under the intention of allowing for flexibility and providing for individual needs, the staffing guidelines as per the "General Administrative Procedures" (G.A.P.) - September 1982, will be followed.

13.013 Every teacher shall receive 40 continuous minutes for lunch between 11:00 a.m., and 1:30 p.m., except where mutually agreed arrangements have been made between Teachers and Principals.

13.014 The Board shall make every effort to ensure that no Junior Kindergarten class has more than 18 children per half day and that a teacher's aide be available when the ratio is exceeded by three (3) and providing no other Junior Kindergarten class is less than 1:20.

13.015 The Board shall make every effort to ensure that no Senior Kindergarten class has more than 22 children per half day and that a teacher's aide be made available when the ratio is exceeded by three (3) and providing no other Senior Kindergarten class is less than 1:24.

13.020 Where a permanent supply teacher(s) is assigned to a school, this teacher(s) shall not be folded into the regular timetable, unless mutually agreed to by the principal and staff.

Frontenac-Lennox and Addington County R.C.S.S., 1982-83

8.08 (1) Having the responsibility for assigning teachers, the Board, in determining class sizes, shall take into account the needs of the school system, any particular characteristics of the individual school, special requirements of classes within a particular school and the qualifications, aptitudes and preferences of the teachers employed by the Board.

Education Relations Commission

ARTICLE X: CONDITIONS OF EMPLOYMENT

Non-Semestered Schools

10.01 a) i) The Board will maintain no more that 20 classes in excess of its current Operational School Staffing Practice as at Sepember 30, 1982.

ii) The Board will maintain no more than 20 classes in excess of its current Operational School Staffing Practice as at September 30, 1983.

b) This commitment shall not interfere with the Principal's prerogative to organize classes.

10.02 a) The Board will maintain an average class size consistent with its current Operational School Staffing Practice, its financial ability, and the availability of acceptable staff and classrooms.

b) The Board or its representatives will consult with the representatives of the Teachers prior to making any changes to its current Operational School Staffing Practice.

c) The Board will review all classes in excess of its current Operational Staffing Practice with representatives of the Branch Affiliates in mid-October and mid-February.

Semestered Schools

10.03 a) In classes above Grade 8 the Board will assign staff to ensure that the pupil teacher ratio will be consistent with its current Operational School Staffing Practice, its financial ability, and the availability of acceptable staff and classrooms.

b) The Board or its representatives will consult with the representatives of the Teachers prior to making any changes to its current Operational School Staffing Practice.

c) The Board will review all classes in excess of its current Operational School Staffing Practice with representatives of the Branch Affiliates in mid-October and mid-February.

LETTER OF INFORMATION

The following is being stated only for the information of the Teachers.

School Organization and Staffing Principle

It shall be normal operational school staffing practice to maintain the following average maximum class size for Early Childhood to Grade 8.

(a)	Early Childhood	- 20 pupils
(b)	Kindergarten	- 25 pupils
(c)	Grade 1 - 3	- 30 pupils
(d)	Grade 4 - 6	- 35 pupils
(e)	Grade 7 - 8	- 35 pupils

Special Education programs should be staffed in accordance with the Ontario Regulations.

Classes above the Grade 8 Level

Every effort will be made system wide to assign staff for secondary school program purposes to ensure that the pupil teacher ratio will not be in excess of 23.3:1.

Principal's Prerogative

The principal's prerogative in regards to the staffing and organization of the school, as outlined in the Acts and Regulations will be respected at all times.

Metropolitan Separate School Board, 1982-83

- 5.03 Individual class sizes in an elementary school shall, insofar as is reasonably possible, not exceed 33 pupils.

  Class sizes for elementary school shall be reviewed at a meeting between the principal and the teachers of each school to be held no later than the Friday of the third week of the school year.

  At that meeting, the principal shall explain the reasons for any class enrolment which exceeds 33.

  The principal shall submit to the appropriate superintendent along with his report for the months of September and January a written report on class enrolments on the form provided by the Teacher Personnel Department explaining the reasons for any class size over 33. At the same time, copies of the principals' report on class enrolments shall be provided to the Teacher Personnel Department and made available to the Staff Allocation Committee referred to in section 5.02.

  The procedure set out in this section 5.03 shall be in lieu of any right to grieve over the size of any class.

Michipicoten District R.C.S.S., 1982-84

- 7.02 Classroom Size

  i) The Board will endeavour to maintain the number of students in each class at a level which will nurture a high quality of education and maintain the effectiveness of the teachers in our schools.

  ii) If a teacher feels the number of students in his/her class is too high and is therefore hindering the quality of education in that class, the teacher may, after consultation with the principal, appeal through the Committee of Common Concern to have a hearing with the Board on this matter.

Renfrew County R.C.S.S., 1982-84

- 3:10 a) The number of Grade 1 through 8 classes in each school shall be not less than the quotient obtained from the following calculation, subject to the conditions stated in (i) and (ii):

$$\frac{\text{(total school enrolment in Grades 1 through 8 on September 30)}}{30.4}$$

(i) a quotient which is not an integer shall be rounded to the next larger integer;

(ii) the Board shall make its determination of instructional staff needs for September by calculating, between the preceding March 31 and May 1, the anticipated number of Grade 1 to 8 classes in each school on the basis of school enrolment projections submitted by the Principals and approved by the Director.

Waterloo County R.C.S.S. Board, 1981-1983

- 4.14 i) The Board will endeavour to maintain its staffing ratio of regular classroom teachers as of September 30, 1977.

ii) The Board shall endeavour to limit the size of Kindergarten classes to a maximum of 28:1.

ARTICLE 12 - SCHOOL ORGANIZATION

The Board subscribes to the need for a desirability of a collaborative approach in the establishment of the organization of each school.

The Board recognizes that through the appropriate Supervisory Officer, the Principal is responsible for the assigning of classes and duties deemed necessary for the efficient and safe management of the school. In order to achieve the best possible results, the arrangement and implementation of such areas as classes, duties and extracurricular activities is to be determined co-operatively with the teaching staff of each school. The allocation of time required to fulfill the duties assigned to Vice-Principals should be arrived at by the parties involved.

(a) As of the conclusion of the last week of school in September no class, Grades one through eight, will have more than 34 pupils, except where, in the bona fide judgment of the Board, special circumstances exist.

(b) The principal shall assign pupils to teachers within the frame-work outlined above and in consideration of the needs of pupils as well as the other relevant factors. If the teacher finds that the assignment of pupils is unworkable, the teacher with the principal may appeal the assignment to the appropriate supervisory officer or to the Presidents of O.E.C.T.A. or A.E.F.O. who may at their discretion refer the matter to an Allocation Review Committee.

(c) There shall be appointed to an Allcoation Review Committee (here-inafter called the "Committee") three members of the Teachers, appointed by the Windsor Unit Executive of O.E.C.T.A. in conjunction with A.E.F.O. and three representatives of the Board, one of whom shall be the Chairman of the Education Committee of the Board. The representatives of the Teachers and of the Board shall each nominate one of their number as Co-Chairman. Such Co-Chairman shall preside at alternate meetings of the Committee, but shall not have a second or casting vote in the event of a tie. The Committee will meet within fifteen days of request for a meeting by either Co-Chairman. A quorum of this Committee shall consist of all members. The Board will respond to the Committee recommendations through the Chairman of the Education Committee after the next regular Board meeting at which such recommendations will have been discussed.

(d) The assignment of pupils, however, shall not be subject to the grievance procedures.

York Region R.C.S.S. Board, 1982-1983

- 15.06 School Staffing:

  (a) The Board in exercising its responsibility for assigning teachers, shall take into account the needs of the school system, the particular characteristics of the individual school, the special requirements of classes within a particular school, and the qualifications, aptitudes, and preferences of the teachers employed by the Board, when determining class sizes.

  (b) The Board undertakes to staff the school system in such manner as to preclude excessive assignments for any teachers.

15.07 Where practical and possible, the Board shall provide a classroom in each school for the teaching of French.

Number/
Numéro

2

Numéro 23

Ontario

Dossier des clauses des conventions collectives entre conseils scolaires et enseignants

Clauses concernant les effectifs des classes, 1982-83

juin, 1983

Clauses concernant les

effectifs des classes,

1982-83

juin, 1983

Cette publication a été rédigée par la Commission des Relations de Travail en Education dans le cadre des services qu'elle offre aux parties engagées dans des négociations, de la manière décrite dans la Loi sur les négociations collectives entre conseils scolaires et enseignants.

Cette publication a pour but:

.d'offrir, de manière neutre, des renseignements actuels et précis provenant de conventions collectives écrites, dans le but d'aider les parties durant les diverses étapes du processus des négociations.

La publication est basée sur les conventions collectives écrites négociées entre les enseignants et les conseils scolaires pour l'année de convention (septembre-août) 1982-83, qui ont été déposées à la Commission. Elle contient des clauses reprises textuellement* qui ont été extraites de ces conventions et qui ajoutent un aspect qualitatif à d'autres publications de la Commission de nature statistique.

Ce document peut être obtenu par les parties et les autres personnes intéressées qui en font la demande.

Veuillez adresser toutes les questions concernant cette publication et les demandes de renseignement supplémentaires aux:

Services des recherches
Commission des Relations de
Travail en Education
111 Avenue Road
Suite 400
Toronto, Ontario
M5R 3J8
(416) 922-7679

---

*Dans certains cas, nous avons transcrit uniquement la partie de la clause qui se rapporte au sujet de cette publication et non de la clause entière.

PUBLICATION DE LA COMMISSION DES RELATIONS DE TRAVAIL EN EDUCATION
(des exemplaires supplémentaires de certaines publications peuvent être obtenus sur demande)

1982-83	Conventions collectives entre conseils scolaires et enseignants: Résumés individuels
1983-84	Conventions collectives entre conseils scolaires et enseignants: Résumés individuels
1983-84	Conventions collectives entre conseils scoliares et enseignants: La situations dans la province

Série Monographies

(1981-82)	N° 22	Statistiques sur les rémunérations, 1980-81
	N° 23	Moyenne pondérée destraitements sur grille 1980-81 et 1981-82
	N° 24	Rapport entre le nombre des élèves-enseignants, 1976-82
	N° 25	Avantages sociaux assurés et gratifications de retraite, 1981-82
(1982-83)	N° 26	Analyse chronologique de conventions collectives, 1975-76 à 1981-82
	N° 27	Arbitrage d'intérêts: Un examen de la méthode et des décisions aux terms de la *Loi sur les négociations collectives entre conseil scolaires et enseignants*, 1975-76 à 1981-82
	N° 28	Statistiques sur les rémunérations, 1981-82
	N° 29	Clauses de congé: 1975-76, 1978-79, 1981-82
	N° 30	Rapports élèves-enseignants, 1976-82
	N° 31	Moyenne pondérée des traitements sur grille, 1981-82 et 1982-83
	N° 32	Avantages sociaux assurés et gratification de retraite, 1982-83

Série Clauses

(1980-81)	N° 15	Régimes de traitement différé et d'Encouragement à la pension, 1980-81
	N° 16	Clauses concernant les emplois vacants et les mutations, 1980-81
	N° 17	Procédures disciplinaires et autres Measures affectant la Sécurité de l'Emploi: Evaluation de l'Enseignant, Juste Cause, Retenue de l'Augmentation et Accès aux Dossiers personnel, 1980-81
(1981-82)	N° 18	Clauses d'indemnité de Fin d'Emploi, 198-81
	N° 19	Clauses de Congé de Fédération de long Terme, 1981-82
	N° 20	Horaire de tâches d'enseignement et autres, 1981-82
	N° 21	Clauses relatives à la dotation en personnel, 1981-82
	N° 22	Rapport entre le nombre des élèves et des enseignants, 1981-82
	N° 23	Clauses concernant les effectifs des classes, 1982-83

Placement des enseignants: Distribution de la grille des enseignants de l'Ontario, Totaux des enseignants et des inscriptions (31 janvier 1983)

Arbitrage des griefs : Résumés de décisions d'arbitrage concernant des litiges entre les parties, prises conformément à la *Loi sur les négociations collectives entre conseils scolaires et enseignants.*

TABLE DES MATIÈRES

INTRODUCTION 1

CONVENTIONS ANALYSÉES 2

CONVENTIONS NON DÉPOSÉES À LA COMMISSION 3

FRÉQUENCE DES CLAUSES 4

NATURE DES CLAUSES 4

Clauses obligatoires comparées aux clauses avec directives 4

Genres de restrictions aux effectifs dans les classes 7

CLAUSES 12

INTRODUCTION

Ce dossier donne une analyse détaillée des clauses concernant les effectifs dans les classes, qui figurent dans les conventions collectives entre conseils scolaires et enseignants de 1982-83*. L'analyse comprend également une discussion sur la nature et les types des clauses concernant les effectifs dans les classes, leur fréquence dans les conventions collectives, et les principales tendances antérieures. Des extraits textuels de ces clauses figurent dans un appendice de ce rapport.

*Comme les clauses sur les effectifs dans les classes ont souvent un rapport avec d'autres conditions de travail, le lecteur qui désire examiner les clauses concernant les effectifs d'après le rapport entre le nombre des élèves et celui des enseignants, la dotation en personnel et d'autres clauses sur le volume du travail, peut se reporter à d'autres dossiers clauses et à la Monographie 30.

CONVENTIONS ANALYSÉES

Au mois de mai 1983, 139 ou 69.5% des 200 conventions possibles en 1982-83 dans les Conseils scolaires des secteurs élémentaire et secondaire et dans les Conseils scolaires combinés de comté et de district des écoles catholiques séparées, avaient été déposées auprès de la Commission des Relations de Travail en Éducation.

Le Tableau 1 donne la répartition des conventions disponibles pour l'analyse figurant dans ce dossier clauses.

TABLEAU 1

Conventions disponibles pour l'analyse, 1982-83

	Elémentaires	Secondaires	C.E.S.C.	Total
Nombre total de conventions possibles pour 1982-83	76	76	48	200
Nombre total de conventions disponibles pour l'analyse	59	47	33	139

CONVENTIONS NON DÉPOSÉES À LA COMMISSION

Les conventions collectives écrites pour 1982-83 suivantes n'étaient pas encore à la disposition de la Commission des Relations de Travail à l'époque où cette publication fut rédigée:

Élémentaires	Secondaires	C.E.S.C.
Brant	Brant	Durham
Carleton	Bruce	Elgin
Essex	Carleton	Essex
Fort Frances-Rainy River	Dufferin	Fort Frances-Rainy River
Grey	Durham	Hasting- Prince Edward
Halton	East York	District de Hearst
Hamilton[1]	Essex[1]	District de North Shore
Hasting [1]	Etobicoke	North of Superior
Kirkland Lake	Fort Frances-Rainy River	Oxford[1]
Lake Superior	Grey	Prescott and Russell
Lennox and Addington	Hamilton[1]	District de Sault Ste Marie
Muskoka	Hastings	Simcoe
Ottawa[1]	Kenora	Timmins
Oxford	Kirkland Lake	Welland[1]
Red Lake	Lake Superior	Wellington
Sault Ste Marie	Lennox and Addington	
Windsor[1]	London	
	Muskoka	
	Norfolk[1]	
	North York	
	Ottawa[1]	
	Oxford	
	Prince Edward	
	Red Lake[1]	
	Renfrew[1]	
	Sault Ste Marie[1]	
	Scarborough[1]	
	Sudbury	
	Municipalité de York	

[1] Contenait une clause concernant les effectifs dans les classes durant l'année de convention 1981-82.

FRÉQUENCE DES CLAUSES, 1975-76 À 1982-83

Comme l'indique le Tableau 2, la fréquence des clauses sur les effectifs dans les classes a augmenté graduellement chaque année depuis 1975-76. À l'heure actuelle (1982-83), 37.4% des conventions déposées contenaient une clause de ce genre. Les pourcentages étaient d'environ 36% dans le secteur élémentaire, 47% dans le secteur secondaire et 27% dans les C.E.S.C.

NATURE DES CLAUSES, 1982-83

Clauses obligatoires comparées aux clauses avec directives

Les clauses concernant les effectifs sont classées soit comme obligatoires soit comme donnant des directives. Une clause obligatoire impose des limites strictes qui doivent être observées. Voici un exemple:

> . Lakehead Élémentaires
>
> "The average class size of each school shall not exceed thirty (30) pupils for grades 1 to 8 inclusive."

Une clause donnant des directives offre une souplesse plus grande dans la dotation en personnel. En voici un exemple:

> . Northumberland et Newcastle Secondaires
>
> "As a guide to principals in the formulation of classes, the Board endorses the desirability of the following objectives relative to class size:
>
> 1. a) in academic subjects, an upper limit of 36 students.
>
> b) in vocational subjects, an upper limit of 24 students.
>
> 2. It is recognized and accepted that conditions may exist which constitute necessary or valid reasons for exceeding these desirable maxima..."

Les clauses contenant des directives utilisent souvent des expressions comme "le conseil tentera" ou "fera tous les efforts possibles". Certaines conventions décrivent expressément les intentions des parties comme par exemple:

Tableau 2 Clauses concernant les effectifs dans les classes, 1975-1983

Effectifs dans les classes	1975-76		1976-77		1977-78		1978-79		1979-80		1980-81		1981-82		1982-83	
	Nbre	%	Nbre	%	Nbre	%	Nbre	%	Nbre	%	Nbre	%	Nbre	%	Nbre	%
Conventions Élémentaires déposées	76	100.0	76	100.0	76	100.0	76	100.0	76	100.0	76	100.0	76	100.0	59	100.0
Obligatoires	5	6.6	6	7.9	6	7.9	6	7.9	9	11.8	9	11.8	10	13.2	8	13.6
Directives	7	9.2	10	13.2	13	17.1	13	17.1	14	18.4	14	18.4	14	18.4	13	22.0
Total partiel	12	15.8	16	21.1	19	25.0	19	25.0	23	30.2	23	30.2	24	31.6	21	35.6
Conventions Secondaires déposées	76	100.0	76	100.0	75	100.0	76	100.0	76	100.0	76	100.0	75	100.0	47	100.0
Obligatoires	6	7.9	7	9.2	7	9.3	8	10.5	8	10.5	10	13.2	10.	13.3	8	17.0
Directives	9	11.8	10	13.2	16	21.3	17	22.4	17	22.4	16	21.1	16	21.3	14	29.8
Total partiel	15	19.7	17	22.4	23	30.7	25	32.9	25	32.9	26	34.3	26	34.6	22	46.8
Conventions CESC déposées	48	100.0	48	100.0	48	100.0	48	100.0	48	100.0	48	100.0	48	100.0	33	100.0
Obligatoires	2	4.2	1	2.1	2	4.2	2	4.2	5	10.4	5	10.4	6	12.5	5	15.2
Directives	3	6.3	3	6.3	4	8.3	4	8.3	5	10.4	5	10.4	5	10.4	4	12.1
Total partiel	5	10.5	4	8.4	6	12.5	6	12.5	10	20.8	10	20.8	11	22.9	9	27.3
Total des conventions déposées	200	100.0	200	100.0	199	100.0	200	100.0	200	100.0	200	100.0	199	100.0	139	100.0
Obligatoires	13	6.5	14	7.0	15	7.5	16	8.3	22	11.0	24	12.0	26	13.1	21	15.1
Directives	19	9.5	23	11.5	33	16.6	34	17.0	36	18.0	35	17.5	35	17.6	31	22.3
Total	32	16.0	37	18.5	48	24.1	50	25.0	58	29.0	59	29.5	61	30.7	52	37.4

. Simcoe Élémentaires

"It is agreed by both parties, that in order to maintain reasonable flexibility for staffing the schools, it is anticipated that the assigned classroom staff for all schools may not strictly comply with the stated average maxima."

. Central Algoma Secondaires

"It is understood that, if necessary, the class sizes in Items 9:06 (a) and 9:06 (b) may be increased by 10% and that in special circumstances, the Board may exceed these class sizes (class size plus 10%) but only after consultation with the teacher(s) concerned and an Affiliate representative."

. Kent Secondaires

"The board shall endeavour to achieve the following guidelines. Teachers should understand that it may not be possible to construct a timetable that can achieve all of the following guidelines. However, where exceptions to guidelines occur, the teacher involved should be made aware of the factors causing the exception."

La majorité des clauses concernant les effectifs dans les classes, (60%, ou 31 sur 52) sont des clauses donnant des directives. Aucune tendance ne semble se dégager (Voir Tableau 2).

La convention du secteur secondaire de Northumberland et Newcastle décrit quelques-unes des raisons justifiant le recours à des directives pour déterminer les effectifs dans les classes. Nous les donnons ci-dessous:

"a) Suitable accommodation is not available in the school to permit scheduling of any additional class or classes in that subject.

b) Conformity to the class size objective would necessitate reduced instructional time for one or more classes.

c) Conformity to the class size objective would result in the organization of one or more classes, approximately half normal size.

d) A class larger than the maximum is necessary or desirable in order to provide for specialized or experimental instruction.

e) Impracticality of making necessary Teacher reassignments within a school or between schools.

f) A Teacher request to assume a larger class.

Genres de restrictions concernant les effectifs dans les classes

Les clauses concernant les effectifs dans les classes semblent varier considérablement entre elles. En règle générale, les effectifs dans les classes peuvent être limités par une moyenne, un maximum ou un niveau idéal. En outre, une convention peut stipuler un chiffre pour les effectifs dans les classes ou plusieurs. Il n'est pas rare de trouver des conventions dans le secteur élémentaire stipulant un nombre d'élèves différent pour l'école maternelle, les classes primaires (1, 2, 3), moyennes (4, 5, 6) et intermédiaires (7, 8). Dans les conventions du secteur secondaire, les effectifs peuvent varier selon que la classe soit de type académique, technique, professionnel ou autre. Voici quelques exemples de ces variations:

i) *UNE SEULE MOYENNE*

. Hornepayne Élémentaires

"The Board shall attempt to ensure that the average class size for grades one to eight shall not exceed twenty-six (26) as calculated on September 30th and April 30th."

ii) *DEUX MOYENNES OU DAVANTAGE*

. Frontenac Élémentaires

"The Board will endeavour to ensure that the average class size will not exceed the following on a permanent basis:

Kindergarten	- 25
Primary (1,2,3)	- 26
Junior (4,5,6)	- 28
Intermediate (7,8)	- 30

as calculated on September 30 and January 31."

. Huron Secondaires

"No Branch Affiliate Member's average class size shall exceed the following guidelines:

a) Students taking Advanced Credits	30
b) Students taking General Credits	25
c) Students taking Technical Credits	20
d) Students taking Basic Credits	20
e) Students taking Modified Credits	15"

iii) *UN SEUL MAXIMUM*

. Windsor C.E.S.C.

"As of the conclusion of the last week of school in September no class, Grades one through eight, will have more than 34 pupils, except where, in the bona fide judgement of the Board, special circumtances exist."

iv) *DEUX MAXIMUM OU DAVANTAGE*

. Kent Secondaires

"The Administration of each school should follow these guidelines for the maximum number of students placed in each class:

Advanced, Open and Commercial	- 30 students
General Academic	- 25 students
Technical & Home Economics Practical	- 20 students
Occupational and Remedial	- 15 students"

v) *UN SEUL NIVEAU*

. Nipissing Élémentaires

"Wherever possible, the Board will continue to organize its schools each year so that all classes, except Kindergarten and Special Education, will range between a maximum of 30 pupils and a minimum of 25 pupils."

vi) *DEUX NIVEAUX OU DAVANTAGE*

. York Borough Élémentaires

"Every effort shall be made to organize each school for the school year 1982-83 and 1983-84 using the optimum class sizes and ranges as follows:

Education Relations Commission
Ontario

(a) For the year 1982-83 school year:

Junior Kindergarten	19±5	14-24
Senior Kindergarten	23±5	18-28
Grades 1,2,3	25±5	20-30
Grades 4,5,6	28+5-4	24-33
Grades 7,8	29+5-9	20-35"

. Lambton Secondaires

"The Committee for Conditions of Work for Quality Teaching, and the Administrative Council recommend that the following general guidelines are desirable for good teaching and learning conditions:

Academic	15-30
Vocational	10-20
Occupations	10-17"

vii) *COMBINAISON DES MÉTHODES CI-DESSUS*

. Nipigon-Red Rock Secondaires

"Average class size in the Secondary School shall be as follow:

i)	Academic & Commercial	- 25	Students per class
ii)	Technical	- 18	" "
iii)	a) Occupational Academic	- 16	" "
	b) Occupational Shop	- 14	" "

Maximum class size in the Secondary School shall be as follows:

i)	Academic and Commercial	- 30	Students per class
ii)	Technical	- 22	" "
iii)	a) Occupational Academic	- 18	" "
	b) Occupational Shop	- 16	" "

A further 10% may be added to ... [the] above to maintain flexibility in timetabling.

Any further increases in class sizes will be at the discretion of the teacher involved."

viii) *NON SPÉCIFIÉ*

. Michipicoten C.E.S.C.

"The Board will endeavour to maintain the number of students in each class at a level which will nurture a high quality of education and maintain the effectiveness of the teachers in our schools."

Le Tableau 3 compare les fréquences pour chaque type de clause concernant les effectifs dans les classes. Les chiffres sont ceux de 1981-82 et de 1982-83 et ont été séparés par secteur. On peut déduire du Tableau qu'aucun type particulier de restriction dans les effectifs dans les classes serait nettement plus fréquent ou préférable à d'autres.

TABLEAU 3

TYPES DE RESTRICTIONS DANS LES EFFECTIFS DES CLASSES

	ÉLÉMENTAIRES				SECONDAIRES				C.E.S.C.				TOTAL			
	1981-82		1982-83		1981-82		1982-83		1981-82		1982-83		1981-82		1982-83	
GENRE	%	Nbre	%	Nbre	%	Nbre	%	Nbre	%	Nbre	%	Nbre	%	Nbre	%	Nbre
UNE SEULE MOYENNE	12.5	3	14.3	3	0.0	0	0.0	0	9.1	1	11.1	1	6.6	4	7.7	4
PLUS D'UNE SEULE MOYENNE	16.7	4	9.5	2	19.2	5	18.2	4	9.1	1	0.0	0	16.4	10	11.5	6
UN SEUL MAXIMUM	0.0	0	0.0	0	0.0	0	0.0	0	27.3	3	33.3	3	4.9	3	5.8	3
PLUS D'UN SEUL MAXIMUM	16.7	4	9.5	2	42.3	11	45.5	10	0.0	0	0.0	0	24.6	15	23.1	12
UN SEUL NIVEAU	8.3	2	9.5	2	0.0	0	0.0	0	0.0	0	0.0	0	3.3	2	3.8	2
PLUS QU'UN SEUL NIVEAU	8.3	2	9.5	2	3.8	1	4.8	1	9.1	1	11.1	1	6.6	4.	7.7	4
COMBINAISON DES MÉTHODES CI-DESSUS	20.8	5	23.8	5	23.1	6	27.3	6	9.1	1	11.1	1	19.7	12	23.1	12
NON SPÉCIFIÉ	16.7	4	23.8	5	11.5	3	4.8	1	36.4	4	33.3	3	18.0	11	17.3	9
TOTAL	100.0	24	100.0	21	100.0	26	100.0	22	100.0	11	100.0	9	100.0	61	100.0	52

Board of Education for the Borough of East York
Elementary, 1982-1983

36.09 The staff generated by formula shall normally be deployed within each school in accordance with borough-wide criteria. In each school, the principal and staff or the School Staff Committee shall periodically review the size of classes, the composition thereof, the deployment of staff, and report any serious strain to the Staff Allocation Committee.

36.10 Acknowledging that many factors are involved in the staffing process, the following criteria are to be used as a guide-line:

Junior Kindergarten	20 students per one half day
Kindergarten	25 students per one half day
Primary Division	25 students
Junior and Intermediate Division	30 students

36.11 The maximum class size of Special Education classes is determined by Ministry regulations. Actual class size is determined by the composition of the class, taking into account student needs, based on factors such as behaviour learning disabilities and ability to adjust to the school situation.

38.01 Classroom Staff shall be the total of the following:

Grade Level Classification	Staffing Rate per 1000 Classroom Enrolment
Junior Kindergarten	50.0
Senior Kindergarten	40.0
Grades 1-3	41.1
Grades 4-6	36.9
Grades 7-8	41.6

and shall be based upon the classroom enrolment which shall be determined as follows:

(a) The classroom enrolment for junior and senior kindergarten shall equal the F.T.E. junior and senior kindergarten enrolments respectively for September of the staffing year.

(b) The F.T.E. Enrolments for September of the staffing year for grades 1 to 3 summed, grades 4 to 6 summed grades 7 and 8 summed shall be reduced pro-rata by the total calculated special education enrolment as determined in 38.08 (b) (iii) to give the classroom enrolment for each of the three grade level classifications.

Board of Education for the Borough of Etobicoke
Elementary, 1982-1983

Article 41 - CLASS SIZE

41.01 The principal together with the other members of the School Staffing Committee should make every effort to staff in accordance with the following class size guideline.

Junior Kindergarten	20
Senior Kindergarten	25
Grade 1	27
Grade 2	27
Grade 3	29
Grade 4	30
Grade 5	30
Grade 6	31
Grade 7	31
Grade 8	31

41.02 It is recognized that a plus or minus factor of 3 is a reasonable consideration. Any class outside of this range must be reviewed by the Borough Staffing Committee and the appropriate superintendent for resolution of the problem.

41.03 No school shall have a staff-pupil ratio in the grades, counting all Teachers assigned (excluding kindergarten and speical education staff), of more that 24:1 unless endorsed by the Borough Staffing Committee.

41.04 The Teacher shall be consulted when it is proposed that a class be in excess of 3 pupils above the class size as outlined in the Agreement and after September 30.

If the above consultation does not resolve the problem to the Teacher's satisfaction, the Borough Staffing Committee and appropriate superintendent shall attempt to solve the problem.

41.05 When it is necessary to organize classes as split grades or family groupings, the lower of the two class size guidelines shall be used.

41.06 No classes shall be organized as triple splits without consultation with the Borough Staffing Committee.

Frontenac County Board of Education Elementary, 1982-1984

7.2 Staffing Committee

i) For the purposes of this Article, an administrative unit shall be defined as a school, twinned schools or a school and its annexes, and as defined in The Education Act, 1974.

ii) A school staffing committee, consisting of at least three members of the staff of each administrative unit, with the exception of Lakeland, shall be established in each administrative unit.

iii) The school staffing committee shall develop and propose a staffing model for consideration at a meeting of the full staff. This report shall recommend the number of classes and class size or sizes for each division of the school on the basis of projected staff allocation and the amount of time allocated to administration.

iv) Every effort shall be made to maintain the guidelines for class size by division as indicated below.

v) It shall be the responsibility of the principal of the administrative unit to report the decisions of the staffing committee and to make recommendations concerning staffing to the area superintendent.

vi) The area superintendent may (a) implement alternative organizational patterns to overcome class size problems and explain to the staff the rationale for the decision, or (b) recommend additional staff to alleviate the problem.

7.3 Class Size

i) The Board will endeavour to ensure that the average class size will not exceed the following on a permanent basis:

Kindergarten	- 25
Primary (1, 2 & 3)	- 26
Junior (4, 5, & 6)	- 28
Intermediate (7, 8)	- 30

as calculated on September 30 and January 31. The size of special classes will be in accordance with Ministry of Education guidelines.

ii) A non-teaching assistant will be provided when one of the following situations exists in a Kindergarten or Kindergarten/Primary class:

(a) the initial enrolment in September is in excess of 20 students;

(b) the enrolment increases beyond 20 students on a permanent basis;

(c) the area superintendent will approve these appointments within the system's Non-teaching Assistants allocations.

iii) When a Kindergarten or Kindergarten/Primary class increases beyond 30 students on a permanent basis, reorganization will be undertaken by the principal and area superintendent.

Action to be taken in connection with the above may be deferred when such permanent increases occur after March 1 in any given school year.

Note: An increase shall be deemed to be permanent if the class registration has remained in excess of 20 or 30 for twenty (20) consecutive school days.

iv) When children defined under 7.4 (v) are integrated for one-half day or more in a regular classroom, (see 7.3 (i)) each child will be counted as 2.5 for purposes of establishing class size.

Hornepayne Board of Education Elementary, 1982-1983

Article 27 - Class Size

a) The Board shall attempt to ensure that the average class size for grades one to eight shall not exceed twenty-six (26) as claculated on September 30th and April 30th.

b) Average Class Size -

$$\frac{\text{Total Pupils in Gr. 1 to 8}}{\text{Total Classroom Teachers}}$$

Where a classroom teacher is a person who is assigned a home room from Gr. 1 to 8 and who, as such, keeps an attendance register.

c) When the staff and principal feel school enrolment has reached a number that is detrimental to the educational development of the student body, the Board and an enrolment committee will meet to:

i) state enrolment and classroom situations (size)

ii) discuss alternatives and solutions to allievate problems.

iii) implement one or more alternatives to allievate enrolment problem within a period of 30 calendar days.

The enrolment committee shall include principal and one representative from each Branch Affiliate.

Kent County Board of Education Elementary, 1982-1983

21:01 (b) The Board shall endeavour to achieve the following guidelines. Teachers should understand that it may not be possible to construct a timetable that can achieve all the following guidelines. However, where exceptions to guidelines occur, the teacher involved should be made aware of the factors causing the exception.

The Administration will make every effort to follow these guidelines in organizing the school:

(i) Grade 1 to Grade 8 - Maximum average 30 students on a school basis;

Special Education - Maximum average class size on a system basis shall be subject to Regulation 704/78 or subsequent Regulation as of September 30, 1978.

Learning Disabilities - Maximum average class size on a system basis shall be subject to Regulation 704/78 or subsequent Regulation as of September 30, 1978.

Trainable Mentally Retarded - Maximum average class size on a system basis shall be subject to Regulation 704/78 or subsequent Regulation as of September 30, 1978.

Lakehead Board of Education Elementary, 1982-1983

ARTICLE XVII CLASS SIZE AND PREPARATION TIME

17:01 The average class size of each school shall not exceed thirty (30) pupils for grades 1 to 8 inclusive. This allocation of Teachers shall be determined according to the school enrolment grades 1 - 8 inclusive as of September 30th of the school year covered by the Agreement.

17:02 Programs such as oral french, industrial arts, family studies, music, religious studies, library and school assistants may generate some preparation time in each school.

Although it is recognized that the amount of time and the resources available varies from school to school, it is expected that each principal, in consultation with staff, will develop a plan to distribute the available time and resources among the staff.

Lambton County Board of Education Elementary, 1981-1983

11.01 Staffing - Board Regulation

The Board will set out in Regulations the method currently being used in determining staffing in the elementary schools. The Board shall adhear to the guidelines set forth in the Regulation I-226-76.

REGULATIONS - STAFFING - ELEMENTARY 1-R226-76

The Board will continue to use the following factors in implementing the policy for elementary staffing.

a) Recognition of general acceptance of the value of lower class loading in primary and junior division classes.

b) The socio-economic conditions prevailing in the individual school community.

c) The effect of enrolment on the size of classes and the number of staff required.

d) Physical characteristics of individual schools.

e) The impact of split classes on the organization of class units.

f) The staff complement for each school will be made after consultation between the school principal, teaching staff and senior administration.

g) The present practice of establishing county staff complement on the basis of the total of the individual school complements and resource staff complement.

Lincoln County Board of Education Elementary, 1982-1983

Article 22. CLASS SIZE

22.01 i The proposed average class size per area will be:

Kindergarten	23	Grades 7 - 8 as follows:		
Grades 1 - 3	25	Effective school year	1979-80	31.5
Grades 4 - 6	28	" " "	1980-81	31.0
		" " "	1981-82	30.5
		" " "	1982-83	30.0

ii The Board will employ three (3) teachers over and above the staffing allotment in 22.01 i) in order to help decrease the number of split and overly large classes. The additional staffing will be done when the enrolment figures are finalized in September. Placement will be determined by Principals and Area Superintendents. Effective September 1, 1983, the additional staffing referred to in this sub-paragraph will be increased to a total of six (6).

22.02 The Director, in consultation with the Area Superintendent, will identify a number of priority schools to which additional staff will be added in September 1981 over and above the staffing allotment recognizing that the Superintendents will be working in consultation with the Principals in their areas. These additional teachers will not be used in the calculation of responsibility allowances.

22.03 Effective September 1, 1983 the Board will make every effort to keep kindergarten class size at a maximum of 27 students. It must be recognized, however, that in problem areas kindergarten classes may have to go as high but no higher than 29 students. A kindergarten class is defined as a one-half (1/2) day program. Two one-half (1/2) day classes require the equivalent of one full-time teacher.

22.04 The Board recognizes that excessively large classes impede instructional effectiveness and, therefore, agrees to make a determined effort to avoid the establishment of classes which exceed the limits proposed.

22.05 Such an effort shall not preclude the establishment of different size instructional groups for the purpose of individualized instruction programs or temporary groupings in open concept schools. The intent of this, however, is to allow for innovation and not to increase class size nor eliminate teaching positions.

22.06 In addition to class size protection under Article 22 and positions with additional responsibilities Article 6.01, 604, 609 iv), it is agreed that the ratio of central office teacher reductions will not exceed the ratio of the classroom teacher reductions.

No exceptions to Article 22.06 will be made unless the Director (or designate) contacts the presidents of the Branch Affiliates to request a meeting to discuss the exceptions and explore alternatives.

The presidents must meet with the Director (or designate) within a two-week period; failing this, the Board is free of any obligations on this particular exception.

Michipicoten Board of Education Elementary, 1982-1983

• 11.05 Class Size

(a) The Board shall attempt to ensure that the average class size shall not exceed twenty-seven (27) as calculated on September 30th and April 30th.

(b) Average Class Size = $\frac{\text{Total Pupils}}{\text{Total Classroom Teachers}}$

where a classroom teacher is a person who is assigned a home room and who, as such, keeps an attendance register.

Niagara South Board of Education Elementary, 1982-1983

• 15.02 Class Size Guidelines

(a) The Board shall maintain the following class size guidelines:

Kindergarten	25
Grades 1 - 3	25
Grades 4 - 8	30
S.L.D. classes	8
Emotional Adjustment	8
All other Special Classes (including Industrial Arts & Family Studies)	as per Ministry Guidelines

(b) It shall be the responsibility of the Board to investigate any abnormal sized classes in September of each school year.

(c) Nothing in this article shall inhibit schools from establishing larger classes where there is full agreement of the Principal, teacher(s) concerned and appropriate Supervisory Officer.

Nipigon-Red Rock Board of Education Elementary, 1981-1983

- ARTICLE XVII - CLASS SIZE

17.01 The total number of classroom teachers, excluding itinerant teachers shall be determined in relation to the number of pupils in each school based on the needs of children in the varied divisions; primary, junior and intermediate with emphasis on the smaller classes at the kindergarten and primary levels.

The set up of class sizes, at each school should be determined by the teachers, Principal and the Board Representative as a group. Recommendations can then be made to the Board by the Director of Education based on the group's decision.

Nipissing Board of Education Elementary, 1982-1983

- ARTICLE NO. 17 - WORKING CONDITIONS

17:01 Staffing for 1982-83

a) The pupil-teacher ratio (P.T.R.) for the system will not exceed 19:1:1 based on full-time equivalent enrolment as of September 30th.

b) Wherever possible, the Board will continue to organize its schools each year so that all classes, except Kindergarten and Special Education, will range between a maximum of 30 pupils and a minimum of 25 pupils.

c) Special Education classes will be organized in accordance with Regulation 262 or as it is officially amended.

Norfolk Board of Education Elementary, 1982-1983

- 13:01 Staffing Allocation

The Board will endeavour to place an emphasis on reasonable class size at all grade levels. The pupil/teacher ratio in any school shall not be greater than 28:1.

(i) In the calculation of the school pupil/teacher ratio, each kindergarten pupil counts as .5 pupil; each grade 1 to 8 pupil counts as one pupil and each special education pupil counts as two pupils.

North Shore Board of Education, Elementary, 1981-1983

19:04 Staffing details are contained in the policy 014-A - Class Size - Elementary, Board resolution 208/77.

POLICY STATEMENT

The Board will make every attempt to ensure that the class size for each school will not differ significantly from the following:

Intermediate and Junior	29 (+5, -5)
Primary	25 (+5, -5)

Kindergarten - Junior and Senior

Jr. Kdgn't.	19 or less - no teacher's aid
Jr. Kdgn't.	20 + - teacher's aid
Sr. Kdgn't.	24 or less - no teacher's aid
Sr. Kdgn't.	25 + - teacher's aid

In both Junior and Senior Kindergarten, when an enrolment reaches in excess of 39 is reached in any Kindergarten, every effort will be made to reduce this number by transferring students or establishing another class.

Prescott and Russell County Board of Education, Elementary 1982-1984

ARTICLE 13 - WORKING CONDITIONS

13:01 Class Size Policy

The Board has approved the following guidelines for staffing the elementary schools for the current school year.

a) The average class size 25-27 (see sections (d) and (e).)

b) Oral French staff will be sufficient to meet the needs as designed by the Board.

c) Kindergarten Staff will be sufficient to meet the needs as designed by the Board (A.F.D., 3/5 times). A minimum of 25 students before a class is split.

d) Special Education will be included in the general allotment included in determining part (a).

e) Other specialization includes Physical Education, Music, Remedial; the deployment of these areas will be determined by the principal based on:

1 hour per day per 100 students to a maximum of 1 person full time.

f) Librarian - 1 hour per day per 100 students to a maximum of 1 person full time.

Renfrew County Board of Education, Elementary 1982-1983

15.01 In order to ensure that the learning conditions for the students in the elementary schools and development schools in Renfrew County are the best they can be, commensurate with the ability of the Board to finance, the following conditions will hold for the 1982-83 school year:

(a) The Board agrees to a pupil-teacher ratio of 23.24:1, derived from the 1977 September 30th enrolment calculated in the following manner:

In the calculation of the ratio all teacher of Core French, all Special Education teachers and all teacher employed to provide Vice-Principal release time are not included to the ratio

$$\frac{7490.5}{382.4 - (30 + 30.15)} = \frac{7490.5}{322.25} = 23.24$$

A Core French Teacher is a teacher who teachers the french language. A teacher who teaches in the french language is not a Core French Teacher unless they are teaching the french language.

(b) If at any time it appears that there are some crowded classrooms, additional teachers may be allocated at the discretion of the Director of Education, to alleviate the problem areas. These additional teachers shall not be included in the PTR of 23.24:1.

15.02 In order to maintain the flexibility required to offer the best possible learning conditions, within the restraints outlined in 15.01, the superintendents of each family of schools, together with the principals of the schools in the family will decide on:

(a) staffing for each school

(b) class size

(c) each teacher's timetable, which includes class(es) to be taught and other assigned duties normally associated with the operation of the school.

Simcoe County Board of Education, Elementary, 1981-83

21.01 The County Pupil Teacher Ratio in the elementary schools shall be generated by the following sequence of staff assignments:

(a) The assignment of classroom teachers to each school on the basis of pre-determined average class size in each school.

(b) The assignment of certificated teachers to each school to provide supportive services as determined by the Board.

(c) The assignment of certificated teachers to provide regional and county support services to the schools as determined by the Board.

21.05 1982-1983:

(a) Elementary school classrooms shall be staffed according to the following average class size:

Kindergarten:	Maximum of 20:.5
Primary Division:	Maximum of 24:1
Junior Division:	Maximum of 29:1
Intermediate Division:	Maximum of 29:1

(b) It is agreed by both parties, that in order to maintain reasonable flexibility for staffing the schools, it is anticipated that the assigned classroom staff for all schools may not strictly comply with the stated average maxima.

(c) Those schools with assigned staff, which do not comply with the average maxima but are within a range whereby the addition or removal of staff would be unreasonable, shall be discussed by a Committee established by the Parties to this Agreement.

21.06 1983-1984:

(a) Elementary school classrooms shall be staffed according to the same average class size as described for 1982-1983.

(b) In order to increase the support service to the elementary schools a sufficient number of certificated teachers will be added to the current teacher-librarian staff to provide a full-time teacher librarian for each school.

(c) Teachers surplus to this assignment of staff, as determined by Policy 46A, shall be re-assigned according to program needs at the discretion of the Board.

C. Staffing the Schools

(a) Elementary Schools

The Administrative Council is authorized to employ a total staff for elementary schools of the County bases on estimated enrolments and the Pupil/Teacher Ratio established by the Board each year. Each Superintendent of Schools, in consultation with his Principals, will allocate staff in such a way as to best work toward the following guidelines:

- Kindergarten - maximum of 25 pupils per session per teacher.
- Primary Division - maximum of 28 pupils per teacher.
- Junior Division - maximum of 30 pupils per teacher.
- Intermediate Division - maximum of 30 pupils per teacher.

Where classes, through necessity, must exceed such maxima, extra assistance should be provided wherever possible.

(b) Secondary Schools

The Administrative Council is authorized to employ a total staff for the secondary school of the County based on estimated enrolments and the Pupil/Teacher Ratio established by the Board each year. Each Superintendent of Schools, in consultation with his Principals, will staff his schools in accordance with a "staffing formula" to be agreed upon by a joint committee of members of the Branch Affiliate and members of the Administrative Council.

Principals, within their staffing allocations and the restrictions imposed by available facilities and the necessity to consider as foremost the needs of individual students, should plan and work toward the following guidelines:

- a maximum of 180 students to be taught by one teacher during a normal school cycle,
- a maximum of approximately 240 minutes per day to be spent by a teacher in teaching students,
- a maximum of 35 students in classes taught within an academic classroom orientation,
- a maximum of 20 students taught in vocational shops or home economics rooms,
- a maximum of 16 students taught in occupations shops,
- a maximum of 16 students taught in the academic classrooms of the occupations programs.

- Timmins Board of Education Elementary, 1982-1984

POLICY ON STAFFING

Teacher staffing at the Elementary Panel for the School years 1982-83 and 1983-84 will be maintained at the present numbers, except when changes in student enrolment projections for September 30, require an increase or decrease in staffing.

The provincial pupil teacher ratio for the previous year will be the criteria for determining the increase or decrease in staffing for the amount of the change only. In all other respects the Board will endeavour to maintain its present practices.

The Board agrees that if a change is considered in present practices with reference to class size and/or pupil teacher ratio, it will advise the E.P.C. of the Branch Affiliates.

- **The Board of Education for the City of Toronto Elementary, 1982-1983**

SCHOOL STAFFING COMMITTEE

2.2.1.0.0. A School Staffing Committee shall be established in each elementary school.

2.2.1.1.0. The staff of each school shall elect at least ten per cent of their number to this committee.

2.2.1.2.0. The principal of the school shall be a member of this committee but shall not be included within the ten per cent under 2.2.1.1.0.

2.2.1.3.0. The recognized parents' organization(s) of the school shall be invited to have representation on this committee but this representation shall not exceed 50% of the staff representation, including the principal of the school.

2.2.2.0.0. The School Staffing Committee shall operate in accordance with guidelines developed by the Central Staffing Committee (Elementary) under 2.1.3.0.0. and approved by the Board under 2.1.5.0.0.

2.2.3.0.0. The School Staffing Committee shall concern itself only with:

2.2.3.1.0. considering the principal's proposed program for the following school year which the principal will determine following consultation with the staff and the recognized parent organization(s), it being understood such program shall not predetermine what recommendations the School Staffing Committee may propose respecting the staffing model.

2.2.3.2.0. developing and proposing a staffing model for implementation the following September,

2.2.3.3.0. considering and responding to such proposals and/or suggestions as are submitted to the Committee,

2.2.3.4.0. reviewing the current staffing model and proposing and modifications as may be required,

2.2.3.5.0. staff allocated to the school on the basis of the Toronto (Elementary) Staff Allocation Formula as approved for the year in question,

2.2.3.6.0. matters related to:

2.2.3.6.1. size and number of classes

2.2.3.6.2. length and number of instructional/ non-instructional periods, and

2.2.3.6.3. frequency and nature of such supervision of students as is required under the terms and conditions of this Agreement.

2.2.3.7.0. such other matters as may be:

2.2.3.7.1. recommended by the Central Staffing Committee (Elementary), and

2.2.3.7.2. approved by the Board in accordance with 2.1.5.0.0.

2.2.4.0.0. The School Staffing Committee shall develop and propose a staffing model for consideration at a meeting of the full staff. This report shall recommend the number of classes and a class size or sizes for each division of the school (Kindergarten, Primary, Junior, Intermediate) on the basis of that school's projected enrolment and projected staff allocation.

2.2.5.0.0. The School Staffing Committee shall submit its recommendations, along with any minority reports, to a meeting of the school staff which the parents' representatives shall have the opportunity to attend.

2.2.5.1.0. Copies of this report shall be forwarded to the parent representative(s) who shall be invited to this meeting of the school staff and who may participate in the dicussion at that time.

2.2.5.2.0. The staff may approve, amend, or reject the proposal(s) of the School Staffing Committee.

2.2.5.3.0. Prior to this meeting, the principal shall have called a meeting of parents and staff to discuss the curriculum needs of the school for the following school year.

2.2.6.0.0. The report of the staff with respect to the proposed model which the staff recommends shall be forwarded to the Area Superintendent for consideration and approval.

2.2.6.1.0. a copy of the report including any minority report(s) submitted in accordance with 2.2.7.0.0. shall be forwarded to the parent representative(s).

2.2.7.0.0. When a model is forwarded to the Area Superintendent, any minority reports that have been presented at the full meeting of the staff, under 2.2.5.0.0., will be appended at the request of the Teacher(s) who presented the minority report.

2.2.7.1.0. The Area Superintendent shall consider such minority reports when considering the majority report submitted under 2.2.6.0.0.

2.2.8.0.0. The Area Superintendent may approve the model or refer it back to the School Staffing Committee with recommendations.

2.2.9.0.0. The Area Superintendent shall be the final arbitrator in all matters relating to the decision-making of the School Staffing Committee.

2.2.10.0.0. No Teacher shall be required to teach a class in excess of three students above the class size as determined under 2.2.8.0.0. unless the Teacher so agrees.

- Wentworth County Board of Education, Elementary, 1982-1983

STAFFING

25.02 (a) The average class size per division shall be calculated by dividing the number of full-time equivalent students by the number of classes. For classes containing students of more than one division, the students shall be included as part of the appropriate division, and the classes shall be included as a percentage which represents the number of students compared to the total class size.

(b) Based on the Board's enrolment as of September 30 the average sizes per division shall not exceed:

(i)	Kindergarten	22
(ii)	Primary Division (Grades 1-3)	25
(iii)	Junior Division (Grades 4-6)	27
(iv)	Intermediate Division (Grades 7 & 8)	29

- Board of Education for the Borough of York Elementary, 1982-1983

Article 39 - CLASS SIZES AND RANGES

39.01 Every effort shall be made to organize each school for the school years 1982-83 and 1983-84 using the optimum class sizes and ranges as follows:

(a) For the 1982-83 school year:

Junior Kindergarten	19+ -5	14-24
Senior Kindergarten	23+ -5	18-28
Grades 1,2 and 3	25+ -5	20-30
Grades 4,5 and 6	28+5-4	24-33
Grades 7 and 8	29+6-9	20-35

(b) For the 1983-84 school year:

Junior Kindergarten	19+ -5	14-24
Senior Kindergarten	23+ -5	18-28
Grades 1,2 and 3	25+ -5	20-30
Grades 4,5 and 6	28+5-4	24-33
Grades 7 and 8	29+6-9	20-35

39.02 By October 30 of each year, the Superintendent of Personnel shall inform each Branch Affiliate president of all classes outside the established ranges. If deemed necessary a meeting shall be held at the request of either or both presidents to review the allocation of staff and the organization of such staff in any public school which has ranges outside the established ranges.

39.03 (a) After the staff has been allocated to the school the principal shall involve the teaching staff in discussions of school organization.

(b) Where the allotment of staff allows for a school to be organized in accordance with the class size ranges, but there is reason to believe that the interests of both pupils and Teachers would be better served by organizing classes outside those ranges, such organization shall not be finalized without consultation with the staff of the school.

- Central Algoma Board of Education, Secondary, 1982-1983

Item 9:06 The classroom staff component shall be determined by the following class sizes.

(a)	Non-technical	Advanced	30
		General	25
		Open	25
		Base	20
		Modified	15
(b)	Technical	Open	20
		Base	20
(c)	Exceptions	Arts	30
		Drafting	25
		Machine Calculations	30
		Physical Education	30
		Recreational Education	30
		Typing (manual)	33
		Typing (electric)	28
		Computer Literacy	24
		Data Processing	24
		Computer Science	24

Item 9:07 It is understood that, if necessary, the class sizes in Items 9:06 (a) and 9:06 (b) may be increased by 10% and that in special circumstances, the Board may exceed these class sizes (class sizes + 10%) but only after consultation with the teacher(s) concerned and an Affiliate representative.

- Frontenac County Board of Education, Secondary, 1982-1984

ARTICLE V - STAFFING

5.1 In establishing staffing for the 1982/84 school years, there shall be no change in the present Board practices with reference to class sizes, pupil/teacher ratio, and teacher workload, unless negotiated. (See Appendix 'A' which is included solely as a guide for this clause.)

APPENDIX "A"

(3) Guidelines for Class Loading

a) Level 5 or 6 Academic: 25-35 with average of 30. Minimum number for a class: 15.

b) Level 4 Academic: 20-30 with average of 25.

c) Level 4 and 5 Technical Options: 16-20.

d) Level 3 Academic and Practical: 16-20

e) Level 2 and 3 combined in Academic and Practical: 12-16.

f) Level 2 Academic and Practical and other Special Education classes: 12-14.

g) Business Education: as for corresponding Academic level but related to physical accommodation and equipment.

h) Level 4,5,6 Modern Language Direct Augio Programs: 20-25.

- Haldimand Board of Education, Secondary, 1982-1983

20.05 Class Size

The Board recognizes that the following figures should be considered maximums in organizing the schools commencing in the planning and implementation for the 1982-1983 school year with full implementation for the 1983-1984 school year. The teachers recognize that it may be necessary to exceed these maximums.

Academic & Business

Advanced	34
Open	32
General	30
Remedial	18
Basic	20
Modified	14

Technical & Family Studies

Advanced/Open/General	22
Basic	16

Further, it is expected that principals will include a teacher representative with department heads in the early stages of planning for the next school year.

Huron County Board of Education, Secondary, 1981-1983

28.03 Guidelines

Pupil Period Contacts (PPC's)

No Branch Affiliate Member's PPC's shall exceed the following guidelines:

(a)	Students taking Advanced Credits	180
(b)	Students taking General Credits	150
(c)	Students taking Technical Credits	120
(d)	Students taking Basic Credits	120
(e)	Students taking Modified Credits	90

28.04 Average Class Size

No Branch Affiliate Member's average class size shall exceed the following guidelines:

(a)	Students taking Advanced Credits	30
(b)	Students taking General Credits	25
(c)	Students taking Technical Credits	20
(d)	Students taking Basic Credits	20
(e)	Students Taking Modified Credits	15

28.09 Resolution of Problems

28.09.01 Any teacher who feels unfairly treated in the assignment of workload or believes he/she has a complaint concerning the administration or application of the matters referred to in Article XXVIII may lodge a concern, in writing, with his/her Principal or Director of Education or his designate provided that no complaint will be made to the Director of Education before September 30, nor after October 31.

28.09.02 The Director of Education or his designate shall consult with the Workload Committee and shall render a decision within fifteen (15) calendar days of receiving a written complaint.

28.09.03 If the Teacher is not satisfied with the decision of the Director, then he or she may refer the matter directly to arbitration as denoted in Article 8.90.

28.09.04 It is understood that the normal solution for a teacher having a workload beyond the workload guidelines defined in Article XXVIII would be the readjustment and redistribution of part of that workload to another teacher or teachers. If the Board is unable to adjust the workload or take any other appropriate steps to solve the problem, the Board would not be precluded from hiring additional staff.

• Kent County Board of Education, Secondary, 1982-1983

CONDITIONS OF WORK:

14:01 (a) The teachers and the Collective Bargaining Committee recognize that it is the sole and exclusive right of the Board to manage the affairs of the Board, including the exclusive right:

(i) To determine, plan and control the nature and the quality of teaching programs and subjects to be taught in the Secondary School system.

(ii) To establish the hours of school and the school year and other such duties and responsibilities of the Board as are outlined in the Acts and Regulations pertaining to Education in the Province of Ontario.

(iii) To make, enforce and alter from time to time reasonable rules and regulations governing teachers.

(iv) To plan and control the number of teachers to be employed, the number of students to be allocated to a program, and the class size subject to the provisions outlined in Article 14:01 (b).

(b) The Board shall endeavour to achieve the following guidelines. Teachers should understand that it may not be possible to construct a timetable that can achieve all of the following guidelines. However, where exceptions to guidelines occur, the teacher involved should be made aware of the factors causing the exception.

(i) The Administration of each school should follow these gudelines for the maximum number of students placed in each class:

Advanced, Open and Commercial	- 30 students;
General/Academic	- 25 students;
Technical & Home Economics Practical	- 20 students;
Occupational and Remedial	- 15 students.

(vi) In circumstances where the Board agrees to the establishment of small classes that would require other classes to seriously exceed the guidelines set out in (b) above, additional staff will be allocated to compensate for this condition.

(viii) A committee comprising three (3) representatives of each party to this Agreement will meet to review the application of the conditions set out in this Article. The following procedures will be adhered to in carrying out the above review:

(a) Following the completion of the Survey of Student Options, the Principal of each school will prepare a preliminary organizational plan for the succeeding school term.

(b) Prior to the end of June, the committee will meet to review the proposed organization for each school and will make any necessary recommendations that are required to correct serious violations of the conditions of this Article.

(c) Principals will amend the proposed organization in accordance with the committee's recommendations, where possible.

(d) Prior to the end of August, the committee will meet to review the amended organization for each school and will make further recommendations that are required to correct serious violations that exist.

(e) Principals will amend the school organization in accordance with the committee's recommendations either prior to school opening or as soon thereafter as possible.

(f) Prior to the end of November, the committee will review the school organization and make recommendations for changes which would be implemented beginning the second term or second semester, as appropriate.

(ix) Where it is considered necessary to combine two classes into a single class, the lower class-size guideline will be applicable. The principal will make every effort to adjust the curriculum to make the course content suitable to the situation.

- Lakehead Board of Education, Secondary, 1981-1983

7:00 The Board shall hire staff for each secondary school within its system as follows:

(g) a sufficient number of Teachers to ensure average class sizes in each of the branches of the programme based upon adjusted student requests as of April 10th, adjusted in accordance with the provisions of 7:03 of this Article, such average class sizes to be as follows:

i) Composite High School

1. Academic-Commercial - 26 students/class
2. Technical-Home Economics - 18 students/class

ii) Special Vocational Schools

1. Academic-Commercial - 21 students/class
2. Technical-Home Economics - 16 students/class

• Lambton County Board of Education, Secondary, 1982-1983

1102 CONDITIONS OF WORK

(a) The staff complement for the school system shall be determined by the Board after having reviewed and considered the recommendations of the Personnel Complement Committee established pursuant to the Memorandum of Agreement dated January 2, 1973.

(b) CONDITIONS OF WORK FOR QUALITY TEACHING - GUIDELINES FOR SECONDARY SCHOOLS

The Committee for Conditions of Work for Quality Teaching, and the Administrative Council recommend that the following general guidelines are desirable for good teaching and learning conditions:

(i) "The following ranges of class size:

ACADEMIC	15 - 30
VOCATIONAL	10 - 20
OCCUPATIONS	10 - 17"

1 "Academic" include all classes that are taught in a regular classroom, science laboratory, and commercial room.

"Vocational" include all classes that occur in special areas and are thus restricted by available facilities.

"Occupational" include all classes that are taken by occupations students.

11 The minimums and maximums have been suggested to provide the most effective uses of teacher resources

111 If student selection of courses make it necessary for class sizes to go outside these ranges, the teachers are expected to co-operate with principals' decisions.

(c) *Any teacher who feels that his/her workload does not conform with 1102(b) may have it reviewed by a workload committee composed of the Superintendent of Instruction, the Superintendent of Schools for that area, the O.S.S.T.F. D-3 President, and a representative of the school branch affiliate. The decision of the committee shall be final and binding on both parties.*

Unless mutually agreed otherwise, this section will not be available after the 1982-83 school year.

Leeds and Grenville County Board of Education, Secondary, 1982-1983

ARTICLE X - CONDITIONS OF TEACHING

10.05 Deployment of Staff

(d) The Board reaffirms its agreement of intent regarding class size as set out in the minutes of the Board meeting of August 31, 1971 which reads:

"The Leeds and Grenville County Board of Education accepts in principle that classes in academic and commercial subjects become crowded at thirty (30) students, in technical at twenty (20) students, and in occupational at sixteen (16) students. The Board states its continuing intention to so staff the secondary schools so that class size will reflect this principle, in keeping with a sound practice in education administration and finance, and with modern techniques of flexible organization and programming."

(e) Every reasonable effort shall be made to ensure that the maximum class sizes do not exceed the following:

Instruction Assignment	No. in Students in Class 1982-84
Level 5 (Academic, Commercial)	33
Levels 4 & 7 (Academic, Commercial)	33
Moderns, Art, Music, Family Studies (Academic)	29
Technical Shops, Drafting, Family Studies (Practical)	22
Levels 2 & 3 (Occupations - Academic)	22
Level 2 (Occupations - Shops)	17

It is understood and agreed that every reasonable effort will have been made by the Board so long as the number of classes greater than the limits above do not exceed five percent (5%).

(f) Multi-Credit Classes

It is understood by both parties that multi-credit and Level 7 classes are frequently not an ideal learning situation and that every effort should be made to limit the number of these classes.

(i) In both semestered and non-semestered schools, no class shall contain more than two adjacent grade levels or two adjacent levels of difficulty.

(ii) Adjacent levels of difficulty shall be interpreted as the following:

Levels 4 and 7, 5 and 7, 4 and 5, 5 and 6, 3 and 4, 2 and 3.

(iii) Any requests for situations outside these guidelines shall be considered by a committee which shall comprise the District President or designate and Grievance Officer, a Trustee, a representative of the Headmasters' Council, and the Superintendent of Education - Personnel or his designate.

Submissions shall be made to the Superintendent of Education - Personnel prior to May 15 in the school year preceding implementation.

(iv) Maximum class sizes for multi-credit classes shall be as follows:

Class Category	No. of Students in a Class 1982-84
Levels 4 & 7 (Academic, Commercial)	28
Level 5 (Academic, Commercial)	28
Moderns, Art, Music, Family Studies (Academic)	26
Technical Shops, Drafting Family Studies (Practical)	17
Level 2 and 3 (Occupations - Academic)	17
Level 2 (Occupations - Shops)	14

(v) Slippage

Classes in excess of these multi-credit class size maximum numbers will count towards the total slippage permissible under the Collective Agreement (five percent (5%) in 1982-84). Split classes over the maximum number shall be reviewed by the Committee (see (iii) above).

(vi) Proportion of Level 7 Classes to Multi-Credit Classes

(1) The sum of the Level 7 classes and multi-credit classes in a school, expressed as a percentage of the total classes in the school, shall not increase from the school year 1982-83 to the school year 1983-83.

(2) Principals shall endeavour to maintain the same proportion of Level 7 classes to multi-credit classes in 1982-83 as were in existence in 1981-82.

- Lincoln County Board of Education, Secondary, 1982-1983

Article 11. CLASS SIZE AND TEACHER WORKLOAD

11.04 While the following average P.T.C. loads as of October 15th are desirable, it must be understood that the workload for an individual teacher may exceed the average. It is recognized that an individual workload of up to 5% over the average is non-grievable.

Subject	P.T.C. av. per school	P.T.C. av. per teacher
Advanced	30	180
General	25	150
Open	25	150
Basic Academic	20	120
Advanced General Open Shops	20	120
Basic Shops Modified Shops	15	90

11.05 iii) Every reasonable attempt will be made to keep the teacher's P.T.C. to the numbers referred to in 11.04

- Manitoulin Board of Education, Secondary, 1982-1983

7.02 CLASS SIZES

The Board will make every reasonable effort to provide sufficient teachers to meet the following school average class sizes:

(i)	Average advanced level academic class size	26.2
(ii)	Average general and Open level academic class size	25.7
(iii)	Average advanced, general & open level shop class size	18.5
(iv)	Average occupational level academic class size	17.9
(v)	Average occupational level shop class size	15.6

• Michipicoten Board of Education, Secondary, 1981-1983

11.02 Class Size

a. i. The Board shall limit class maximums at the following levels:

Type of Class	Number
Advanced	30
General and Open	25
Technical and Family Studies	20
Basic	16

ii. In the case of a mixed class, the maximum number of students shall be the weighted average of the class size maximums.

Type of Class	Number
Advanced	30
General and Open	25
Technical and Family Studies	20
Basic	16
Modified	8

The maximum number of students shall be determined by multiplying the respective class maximum by the percentage of that type of student in the class and summing.

b. Nothwithstanding 11.02 a, it is the Board's right to deviate from 11.02 a, after consultation with the Branch Affiliates, the principal, the respective department head, teacher, and Grievance Officer.

• Niagara South Board of Education, Secondary, 1982-1983

ARTICLE 11 WORKING CONDITIONS

11.02.02 Pupil-Teacher Contracts for instructional purposes shall not exceed:

Advanced, General and Open Level Academic Subjects	180
Senior Level (Grades 12 & 13) Chemistry	150
Technical Subjects	120
Basic Level Courses - Academic & Composite Schools	120
Vocational Academic Subjects	120
Vocational Practical Subjects	96

based on a normal class size guideline for 1982-83 which, wherever possible, should not exceed:

Advanced, General and Open Level Academic Subjects	30
Senior Level (Grades 12 & 13) Chemistry	25
Technical Subjects	20
Basic Level Courses - Academic & Composite Schools	20
Vocational Academic Subjects	20
Vocational Practical Subjects	16

Pupil-Teacher Contacts for semestered schools ideally shall not exceed 90 or equivalent in any one semester, but in no case shall it exceed this figure by more than 10% in any one semester.

In any case, the maximum Pupil-Teacher Contacts in semestered schools shall not exceed 180 or equivalent per school year.

11.02.03 It is understood that when a teacher is teaching more than one level within a class or where two or more classes from different levels are combined within the timetable, the above numbers shall be prorated accordingly.

- North Shore Board of Education, Secondary, 1981-1983

ARTICLE XIII - SERVICE

13:01 It is the desire of the Board and the Teachers to strive constantly for improvement in the quality of education offered to students under the Board's jurisdiction.

Staffing details are contained in the policy No. 015A - P.T.R./ Class Size (Secondary Schools) - dated May 7, 1979.

POLICY STATEMENT

The Board also recognized the following class size as desirable maxima:

Advanced & General	30 students
Technical	20 students
Basic	15 students

It is understood that these class sizes are provided only as a guide to the Senior Administration and Principals for the organization of the Board's Secondary Schools, and local circumstances or unusual conditions may dictate adjustments to these limits.

• Nipigon-Red Rock Board of Education, Secondary, 1982-1983

ARTICLE XVII - STAFF ALLOCATION AND CONDITIONS OF WORK

17.02 a) The Board shall provide sufficient teachers for the secondary school to meet class size guidelines as listed in board policy 5-20, which appears as Appendix "A" of the Collective Agreement.

APPENDIX "A"

5.20 SECONDARY CLASS SIZE

The policy regarding class sizes which appear below are jointly negotiated by the Collective Bargaining Committees of the Board and the Secondary School Teachers and shall remain in effect until revised by both parties.

The guidelines for class sizes in the Secondary School shall be as follows in an attempt to fulfill the requirements under Ontario Regulation 704/78, Section 35 (1) (e) & (f).

a) Average class size in the Secondary School shall be as follows:

i)	Academic & Commercial	- 25 students per class
ii)	Technical	- 18 " " "
iii)	a) Occupational Academic	- 16 " " "
	b) Occupational Shop	- 14 " " "

b) Maximum class size in the Secondary School shall be as follows:

i)	Academic & Commercial	- 30 students per class
ii)	Technical	- 22 " " "
iii)	a) Occupational Academic	- 18 " " "
	b) Occupational Shop	- 16 " " "

c) Maximum Pupil-Teacher Contacts in the Secondary School are as follows:

i)	Academic & Commercial	- 150 students per day
ii)	Technical	- 108 " " "
iii)	a) Occupational Academic	- 96 " " "
	b) Occupational Shop	- 96 " " "

d) A further 10% may be added to all members in a), b) and c) above to maintain flexibility in timetabling.

e) Any further increases in class sizes will be at the discretion of the teacher involved.

• Nipissing Board of Education, Secondary, 1982-1983

Article #14

Teacher Workload and Class Size

14.03 Maximum Workload and Class Size For Secondary Schools with Enrolments over four hundred (400).

14.03 (a) 6 teaching periods per teacher per day (as an average) based on a school day of 8 periods plus lunch over equivalent for schools based on a different timetable.

14.03 (b) 4 different lesson preparations per day (on the average) or equivalent for schools based on a different time-table.

14.04 (c) Maximum class size of:

i) 35 students in academic five-year classes
ii) 30 students in open academic classes (i.e. in 5 year and 4 year mixes)
iii) 30 students in academic 4 year classes
iv) 20 students in occupations classes in academic subjects
v) 24 students in 5 and 4 year technical shop classes
vi) 15 students in occupations shop classes

14.03 (d) In any case where the total number of student/teacher contacts per day exceeds 180 - 11N students (where N is the daily number of occupation classes assigned) as defined above this case shall count as two instances of overload for the purposes of 14.05.

14.04 Maximum Workload and Class Size for Secondary Schools with enrolments under four hundred (400).

14.04 (a) 7 teaching periods out of one teaching cycle (based on a teaching cycle of 9 periods in a day and a half)

14.04 (b) 5 different lesson preparations per teaching cycle (on the average)

14.04 (c) class sizes as outlined in 14.03 (c)

14.04 (d) In any case where the total of Teacher pupil contacts per day exceeds 160 - 7 N students as defined above this case shall count as two instances of overload for the purposes of 14.05.

14.05 (a) On or about September 30th of each school year, the Principal of each secondary school shall examine the timetables of the teaching staff of that school with respect to the guideline maximums stated in 14.03 and 14.04 above.

14.05 (b) The Principal shall identify those teachers (if any) whose timetable requires that the maximum guideline figure stated in 14.03 and 14.04 above be exceeded in two or more instances.

14.05 (c) Every two excesses over the class sizes in 14.03 (c) shall count as one separate instance.

14.05 (d) If those teacher's timetables cannot be brought within the guideline maximum by means of simple timetable changes, the Principal shall determine, in consultation with the Teacher as the first step, and if unresolved, in consultation with the Teacher and the school Branch President in the case of an OSSTF Teacher or the AEFO representative in the case of an AEFO Teacher, as a second step, suitable forms of timetable compensation (such as reduction or elimination of on-calls, examination supervision, year-end duties, home-form duties, hall or cafeteria supervision, etc.) for the Teacher involved.

14.05 (e) For every six teachers that exceed the maximum guidelines, as specified in 14.03 and 14.04 in two or more instances as defined in 14.03 (d), 14.04 (d), and 14.05 (a) above, and remain unresolved, the form of compensation shall be the allocation of one additional Teacher, if available from the Supply Pool, to alleviate the workload of those six individual Teachers.

14.05 (f) These changes shall be implemented as soon as possible after September 30th and no later than October 30th.

14.06 As soon as possible after September 30th, the Board shall provide the Federation Affiliates with its data on workload and class size for each Teacher, including number of teaching periods per day, number of student/Teacher contacts, number of lesson preparations, number of students in each class, and any timetable compensations required from 14.05 above for those Teachers affected.

- Northumberland and Newcastle Board of Education, Secondary, 1981-1983

ARTICLE IX - STAFFING POLICY

9.01 d) Effective September 1, 1982 the Secondary School Staff shall be deployed in accordance with the Northumberland and Newcastle Secondary School Staffing Guidelines. (See attached memorandum re Staffing Committee).

APPENDIX A - GUIDELINE FOR STAFFING

As a guide to principals in the formulation of classes, the Board endorses the desirability of the following objectives relative to class size:

1. a) in academic subjects, an upper limit of 36 students

   b) in vocational subjects, an upper limit of 24 students.

2. It is recognized and accepted that conditions may exist which constitute necessary or valid reasons for exceeding these desirable maxima such as:

   a) Suitable accommodation is not available in the school to permit scheduling of any additional class or classes in that subject.

   b) Conformity to the class size objective would necessitate reduced instructional time for one or more classes.

   c) Conformity to the class size objective would result in the organization of one or more classes, approximately half normal size.

   d) A class larger than the maximum is necessary or desirable in order to provide for specialized or experimental instruction.

   e) Impracticality of making necessary Teacher reassignments within a school or between schools.

   f) A Teacher request to assume a larger class.

Simcoe County Board of Education, Secondary, 1981-1983

ARTICLE 25 -- BOARD POLICIES, RE. WORKING CONDITIONS

25.01 Revisions, deletions or additions to Board Policies which directly affect working conditions, (Policies numbered 1, 4, 24, 40, 46 49 and 51 and their regulations) may not become effective before the end of the current contract year unless agreed to by the members of the T.T.R.C. appointed by the Branch Affiliates. The Board reserves the right to amend, delete or add to Policies directly affecting working conditions at the end of the contract year providing notice of such change has been given to the T.T.R.C. prior to February 1, of that year. Contraventions of the above-mentioned policies during the contract year will be grievable through the grievance procedure.

A. Preamble

The Simcoe County Board of Education recognizes that the principal, subject to the approval of his Superintendent of Schools, bears the responsibility for the organization of his school, and that the principal, in co-operation with his staff, must utilize the available personnel provided through Board staffing decisions, in such a way as to provide the best possible educational environment for the students. As important segments of this environment, the size of classes and the opportunities for teachers to give adequate attention to the requirements of their students are of importance to the Board, its staff and its pupils.

In order to provide for conditions which are conducive to the optimum organization for learning, the principal is urged to work closely with his staff in the allocation of personnel and resources to school programs. In every case, the top priority must be given to the best interests of the students within or entering the school system.

Recognizing the difficulty in identifying the optimum staffing ratio to meet the needs of students in each school within the system, the Board will establish in its annual budget, an amount for salaries based on staffing ratios for elementary schools and secondary schools of the system. Teachers from these pools of available personnel shall be assigned to each school in the numbers allocated by the Administrative Council in consultation with the principals concerned. While, in a growing enrolment area with limited accommodation available, it may not be possible to always keep the size of the classes to that considered most desirable educationally, the Board shall attempt to provide teacher strength sufficient to give students the individual attention they require.

Consideration of priorities in the utilization of staff involves time allocated for supervision and administration. Principals are reminded that supervisory time allocated to themselves or other staff members is to be used primarily for the improvement of instruction. Every effort must be made to handle necessary administrative matters in an efficient and effective manner with the least interruption of the educational objectives. Administration must be a service and facilitator for the educational process within the school.

C. Staffing the Schools

(b) Secondary Schools

The Administrative Council is authorized to employ a total staff for the secondary schools of the County based on estimated enrolments and the Pupil/Teacher Ratio established by the Board each year. Each Superintendent of Schools, in consultation with his principals, will staff his schools in accordance with a 'staffing formula' to be agreed upon by a joint committee of members of the Branch Affiliate and members of the Administrative Council.

Principals, within their staffing allocation and the restrictions imposed by available facilities and the necessity to consider as foremost the needs of individual students, should plan and work toward the following guidelines:

- a maximum of 180 students to be taught by one teacher during a normal school cycle or an average maximum of 180 students averaged over two (2) semesters in a semestered school,

- a maximum of 90 students to be taught by one half-time teacher during a normal school cycle or an average maximum of 90 students averaged over two (2) semesters in a semestered school,

- a maximum of approximately 240 minutes per day to be spent by a teacher in teaching students,

- a maximum of approximately 120 minutes per day to be spent by a half-time teacher in teaching students.

- for a part-time teacher whose assignment is defined as a fraction other than one-half of a full-time teacher, the maximum number of students and minutes for that teacher shall be directly proportional to that of a full-time teacher.

- a maximum of 35 students in classes taught within an academic classroom orientation,

- a maximum of 20 students taught in vocational shops or home economics rooms,

- a maximum of 16 students taught in occupations shops,

- a maximum of 16 students taught in the academic classrooms of the occupations programs.

- Stormont, Dundas and Glengarry County Board of Education, Secondary, 1982-1983

Staffing Allocation Review Committee

25:01 A committee known as the Staffing Allocation Review Committee, shall be formed and shall consist of the following three (3) elements:

1 - Two (2) Trustees
2 - Two (2) appointees of the Director of Education
3 - Four (4) Federation appointees, one of which to be principal of a secondary school

25:02 a) The Staffing Allocation Review Committee will monitor the application of the Letter of Commitment.

b) Grievances by individuals on the application of the Letter of Commitment will be submitted to the Staffing Allociation Committee by September 30 for non-semestered schools, and by February 20 for semestered schools, in accordance with Article 25:03.

This is a Letter of Commitment, relating to Guidelines on Time a Teacher will be in contact with Students, and Guidelines on Class Sizes for the school year 1982-1983.

Based on a forty-period week, the maximum number of Students a Teacher will be expected to be in contact with, in the performance of his instructionsl duties, will be as per the following:

Instructional Assignment	Number of Students per day
Pre-vocational	72
Modified Academic	120
Modified Practical	96
Academic Classes	180
Commercial Classes	180
Technical Shops	120
Family Studies	150

Based on a forty-period week, the Teacher will have thirty teaching periods. The remaining ten periods will be designated as unassigned time. However, it is understood that each Teacher may be called upon by his Principal to perform contact activities to a maximum of five of the ten unassigned periods. The foregoing will apply to Department Heads except that, where required, a Department Head will have up to an additional five extra periods to fulfill the duties of the position of responsiblity.

The equivalent student contact and teaching periods would apply in semestered schools.

Contact activities include supervision or on-call, or such other duties as fall within the meaning of a Teacher's contract or may be agreed upon by the Teacher and his Principal.

The implementation of the above will be responsibility of the Principal, and respects the principle of school autonomy. The provision of adequate staffing for the above will be the responsibility of the Board.

- Timiskaming Board of Education, Secondary, 1981-1983

1.02:01 CONDITIONS OF WORK:

The Board will endeavour to limit the size of:

(a) Advanced Level classes to not more than 30
(b) Senior General Level classes to not more than 30
(c) Classes not otherwise identified in this clause to not more than 30.

(d) Intermediate (Grades 9 and 10) General Level classes in English, anglais, French, francais, History, Geography, Mathematics or Science to not more than 25.
(e) Shop or Home Economics practical classes to not more than 20.
(f) Occupations or Basic Level classes to not more than 16.
(g) Services or Modified Level Classes to not more than 12.
(h) In the case of combined classes, the class size will conform to the recommended number for the largest sub-group making up that combined class.

Class sizes shall be reviewed by the Principals and the Superintendent by September 15, and they shall report to the Board.

In the semestered schools class sizes will be reviewed on February 15 as well and the Principals and the Superintendent shall report to the Board.

- Timmins Board of Education, Secondary, 1982-1983

ARTICLE XVIII - WORKING CONDITIONS

18.01 Timetabling and Class Size

In organizing each secondary school and in scheduling the teachers' timetables for the school year, each Principal will make every reasonable effort to comply with the following guidelines:

A. MAXIMUM LIMITS

a) Five-year classes ..... 35 students
b) Four-year classes ..... 30 students
c) Occupational academic classes ..... 20 students
d) Technical classes ..... 20 students
e) Occupational practical classes .... 18 students
f) Six teaching periods per day (as as average) based on a school day of 8 periods plus lunch.

These maximum limits are to apply as of September 30

Realizing that difficulties may arise in certain cases in scheduling classes of sizes within these maximum limits, a maximum of two classes of a teacher's timetable may exceed these maximum limits in special cases providing this teacher's total pupil contact does not exceed the following average figures:

a) 30 students in five-year classes
b) 27 students in four-year classes
c) 18 students in occupational academic classes
d) 18 students in technical classes
e) 15 students in occupational practical classes

As example, if a teacher has three five-year classes, two four-year classes and one occupational academic class, then the teacher's total pupil contact must not exceed 30 + 30 + 30 + 27 + 27 + 18 = 162 in the event that one of his classes or two at the most exceed the limites as outlined above.

No Teacher shall have more that 200 teacher/student contacts per day.

- West Parry Sound Board of Education, Secondary, 1981-1983

ARTICLE 8 - WORKLOAD COMMITTEE

8.01 It is agreed that a committee (the "Workload Committee") composed of three teachers appointed by the Executive of the Branch Affiliate, the Principal, two Trustees appointed by the Board, and two Members of the Board's Senior Administrative Staff, appointed by the Director of Education, shall be established forthwith.

8.02 The Workload Committee shall appoint a Chairman from amongst its members who shall have one vote on all matters.

8.03 The role of the Workload Committee shall be to monitor the implementation of the provisions of Articles 9.00 and 10.00 and to make recommendations to the Board as to the minimum number of teachers required to meet those provisions. In addition, the Workload Committee shall perform such other functions as may be assigned to it in this Article, and, in particular, it shall consider any other matters relevant to workload and working conditions and shall submit a report with respect to such matters, which report may include a minority report or recommendations, to the Board through the Director of Education and the Executive of the Branch Affiliate. The reports and recommendations referred to herein shall be submitted by no later than April 30 in each year of the existence of the Workload Committee.

8.04 The Workload Committee shall meet at least four times per year.

ARTICLE 10 - WORKLOAD PROVISIONS

10.05 It is agreed that the question of maximum class size for the categories referred to below is a matter that shall be studied by and be the subject of a report from the Workload Committee. For the 1982-83 school year it is agreed that the following class sizes (hereinafter referred to as the "Target Class Size") shall be used for the purpose of Article 10.06 herein:

A Courses	38 students
B Courses	28 students
C Courses	22 students
D Courses	18 students

where A, B, C and D Courses are as defined in Appendix A hereto.

10.06 Every reasonable effort shall be made to avoid class sizes which exceed the Target Class Sizes through timetable changes. If, as of September 30, classes exist which exceed the Target Class Sizes, the Board shall be required to hire up to two additional teachers to those required by Article 9.01 to eliminate such classes. If, after such teacher or teachers are hired, classes still exist which exceed the Target Class Sizes referred to above, every reasonable effort will be made to distribute such classes equitably among the teachers employed by the Board. The provisions of this clause shall be implemented on or before

October 20. It is recognized by the parties that it is desirable to hire any additional teachers required by this Article at the earlies possible date and it is intendent that the Workload Committee will endeavour to establish guidelines for such early hiring.

APPENDIX A

A Courses:

Gr. 9	Gr. 10	Gr. 11	Gr. 12	Gr. 13
BTY 100	BTY 200	BAC 300	BAC 400	BAC 500
ENG 150	ENG 250	BMK 300	BUE 400	END 550
GEO 150	GEO 250	ENG 340	BLW 400	ENN 550
HIS 150	HIS 250	ENG 350	ENG 440	FCS 550
MAT 150	MAT 250	GEO 350	ENG 441	HIS 550
MUI 150	MUI 250	HIS 340	ENG 450	HIS 551
SPH 150	SBI 250	HIS 350	ENG 451	GEO 550
		HMS 340	FCS 400	LGE 550
		LGE 350	GEU 450	MAA 550
		MAT 340	GEO 440	MAB 550
		MAT 350	HIS 400	MAC 550
		MUI 350	LGE 450	MUI 550
		SBI 340	MAT 440	PHE 550
		SPH 340	MAT 450	SHP 550
		SPH 350	MUI 450	SCH 550
		GEO 340	SCH 440	SBI 550
			SCH 450	
			BCS 400	
			HIS 450	

Adult Education Courses

B Courses:

ART 150	ART 250	ART 350	ART 450	ART 550
BCE 100	BDP 200	BCP 300	BCP 400	LFR 550
ENG 140	ENG 240	BMA 340	BMA 440	
GEO 140	CGH 240	LFR 350	BSH 402	
HIS 140	HIS 240	MCS 350	LFR 450	
CGH 140	GEO 240	PEB 300	PEB 400	
LFR 150	LFR 250	PEG 300	PEG 400	
MAT 140	MAT 240	TAU 301		
PEB 100	PEB 200	SBE 300		
PEG 150	PEG 200			
SGS 140	SBI 240			
	SPH 240			

C Courses:

FCS 100	FCS 200	TAU 302	TAU 402
MAT 130	MAT 230	TBT 302	TBT 402
TEX 100	TAU 200	TMT 302	TMT 402
TEX 102	TBC 200	TET 302	TET 402
	TDG 200	TEC 301	
	TMA 200	FCS 300	
	TEC 200		
	TEU 200		

Plus all Vocational Academic Courses and Merchandising

• Board of Education for the City of Windsor, Secondary, 1981-1984

ARTICLE X - STAFFING

10.02 The criteria to be employed by the Teacher Board Complement Committee in making its allocation under Section 10.01(c) of this Agreement shall be as follows:

(a) the maximum teaching load per teacher will be six (6) credits per year;

(b) the maximum teaching load per department head Category I (Major) will be five (5) credits per year;

(c) the maximum teaching load per director will be three (3) credits per year;

(d) teachers shall not cover classes for other teachers except in an emergency and emergency shall mean "unforseeable circumstances occurring during regular school hours";

(e) the maximum number of counselling periods for a counsellor will be thirty (30) periods in a forty (40) period week or its adjusted equivalent in schools not on a 40 period week;

(f) to reflect the varying needs of different types of classes and services the following relative class sizes shall be used to derive appropriate weighting factors for determining teaching and service periods required in each school:

Academic (Advanced and Open Level).....25
Academic (General Level).....22
Science (Advanced).....23
French.....22
Technical.....17
Academic Vocational.....18
Shop Vocational.....13
Remedial (Academic).....15
Counselling Services.....13

Dufferin-Peel R.C.S.S., 1982-83

ARTICLE 13 - WORKING CONDITIONS

13.012 Class Size

Under the intention of allowing for flexibility and providing for individual needs, the following staffing guidelines will be established to generate a number of specific personnel within each family of schools. This formula shall be based on the numbers as of October 1, 1982.

Gr. 1 - 2 ..... 1:26
Gr. 3 - 8 ..... 1:30
Gr. 9 - 10 ..... 1:25

Under exceptional circumstances, the Superintendent may need to adjust these ratios to meet specific needs.

A copy of the Principal's monthly report shall be sent to the President of O.E.C.T.A.

Where an individual class exceeds the above ratio by 5 in grades 1 - 2, or reaches 35 in grades 3 - 10, based on the Principal's monthly report, the staffing within that school will automatically be reviewed by a committee consisting of the Director of Education and the President of O.EC.T.A. or their designates.

13.012A Under the intention of allowing for flexibility and providing for individual needs, the staffing guidelines as per the "General Administrative Procedures" (G.A.P.) - September 1982, will be followed.

13.013 Every teacher shall receive 40 continuous minutes for lunch between 11:00 a.m., and 1:30 p.m., except where mutually agreed arrangements have been made between Teachers and Principals.

13.014 The Board shall make every effort to ensure that no Junior Kindergarten class has more than 18 children per half day and that a teacher's aide be available when the ratio is exceeded by three (3) and providing no other Junior Kindergarten class is less than 1:20.

13.015 The Board shall make every effort to ensure that no Senior Kindergarten class has more than 22 children per half day and that a teacher's aide be made available when the ratio is exceeded by three (3) and providing no other Senior Kindergarten class is less than 1:24.

13.020 Where a permanent supply teacher(s) is assigned to a school, this teacher(s) shall not be folded into the regular timetable, unless mutually agreed to by the principal and staff.

Frontenac-Lennox and Addington County R.C.S.S., 1982-83

8.08 (1) Having the responsibility for assigning teachers, the Board, in determining class sizes, shall take into account the needs of the school system, any particular characteristics of the individual school, special requirements of classes within a particular school and the qualifications, aptitudes and preferences of the teachers employed by the Board.

Education Relations Commission
Ontario

Hamilton-Wentworth R.C.S.S., 1982-84

ARTICLE X: CONDITIONS OF EMPLOYMENT

Non-Semestered Schools

10.01 a) i) The Board will maintain no more that 20 classes in excess of its current Operational School Staffing Practice as at Sepember 30, 1982.

ii) The Board will maintain no more than 20 classes in excess of its current Operational School Staffing Practice as at September 30, 1983.

b) This commitment shall not interfere with the Principal's prerogative to organize classes.

10.02 a) The Board will maintain an average class size consistent with its current Operational School Staffing Practice, its financial ability, and the availability of acceptable staff and classrooms.

b) The Board or its representatives will consult with the representatives of the Teachers prior to making any changes to its current Operational School Staffing Practice.

c) The Board will review all classes in excess of its current Operational Staffing Practice with representatives of the Branch Affiliates in mid-October and mid-February.

Semestered Schools

10.03 a) In classes above Grade 8 the Board will assign staff to ensure that the pupil teacher ratio will be consistent with its current Operational School Staffing Practice, its financial ability, and the availability of acceptable staff and classrooms.

b) The Board or its representatives will consult with the representatives of the Teachers prior to making any changes to its current Operational School Staffing Practice.

c) The Board will review all classes in excess of its current Operational School Staffing Practice with representatives of the Branch Affiliates in mid-October and mid-February.

LETTER OF INFORMATION

The following is being stated only for the information of the Teachers.

School Organization and Staffing Principle

It shall be normal operational school staffing practice to maintain the following average maximum class size for Early Childhood to Grade 8.

(a)	Early Childhood	- 20 pupils
(b)	Kindergarten	- 25 pupils
(c)	Grade 1 - 3	- 30 pupils
(d)	Grade 4 - 6	- 35 pupils
(e)	Grade 7 - 8	- 35 pupils

Special Education programs should be staffed in accordance with the Ontario Regulations.

Classes above the Grade 8 Level

Every effort will be made system wide to assign staff for secondary school program purposes to ensure that the pupil teacher ratio will not be in excess of 23.3:1.

Principal's Prerogative

The principal's prerogative in regards to the staffing and organization of the school, as outlined in the Acts and Regulations will be respected at all times.

Metropolitan Separate School Board, 1982-83

- 5.03 Individual class sizes in an elementary school shall, insofar as is reasonably possible, not exceed 33 pupils.

  Class sizes for elementary school shall be reviewed at a meeting between the principal and the teachers of each school to be held no later than the Friday of the third week of the school year.

  At that meeting, the principal shall explain the reasons for any class enrolment which exceeds 33.

  The principal shall submit to the appropriate superintendent along with his report for the months of September and January a written report on class enrolments on the form provided by the Teacher Personnel Department explaining the reasons for any class size over 33. At the same time, copies of the principals' report on class enrolments shall be provided to the Teacher Personnel Department and made available to the Staff Allocation Committee referred to in section 5.02.

  The procedure set out in this section 5.03 shall be in lieu of any right to grieve over the size of any class.

Michipicoten District R.C.S.S., 1982-84

- 7.02 Classroom Size

  i) The Board will endeavour to maintain the number of students in each class at a level which will nurture a high quality of education and maintain the effectiveness of the teachers in our schools.

  ii) If a teacher feels the number of students in his/her class is too high and is therefore hindering the quality of education in that class, the teacher may, after consultation with the principal, appeal through the Committee of Common Concern to have a hearing with the Board on this matter.

Renfrew County R.C.S.S., 1982-84

• 3:10 a) The number of Grade 1 through 8 classes in each school shall be not less than the quotient obtained from the following calculation, subject to the conditions stated in (i) and (ii):

$$\frac{\text{(total school enrolment in Grades 1 through 8 on September 30)}}{30.4}$$

(i) a quotient which is not an integer shall be rounded to the next larger integer;

(ii) the Board shall make its determination of instructional staff needs for September by calculating, between the preceding March 31 and May 1, the anticipated number of Grade 1 to 8 classes in each school on the basis of school enrolment projections submitted by the Principals and approved by the Director.

Waterloo County R.C.S.S. Board, 1981-1983

• 4.14 i) The Board will endeavour to maintain its staffing ratio of regular classroom teachers as of September 30, 1977.

ii) The Board shall endeavour to limit the size of Kindergarten classes to a maximum of 28:1.

Windsor R.C.S.S. Board, 1981-1983

- **ARTICLE 12 - SCHOOL ORGANIZATION**

The Board subscribes to the need for a desirability of a collaborative approach in the establishment of the organization of each school.

The Board recognizes that through the appropriate Supervisory Officer, the Principal is responsible for the assigning of classes and duties deemed necessary for the efficient and safe management of the school. In order to achieve the best possible results, the arrangement and implementation of such areas as classes, duties and extracurricular activities is to be determined co-operatively with the teaching staff of each school. The allocation of time required to fulfill the duties assigned to Vice-Principals should be arrived at by the parties involved.

(a) As of the conclusion of the last week of school in September no class, Grades one through eight, will have more than 34 pupils, except where, in the bona fide judgment of the Board, special circumstances exist.

(b) The principal shall assign pupils to teachers within the framework outlined above and in consideration of the needs of pupils as well as the other relevant factors. If the teacher finds that the assignment of pupils is unworkable, the teacher with the principal may appeal the assignment to the appropriate supervisory officer or to the Presidents of O.E.C.T.A. or A.E.F.O. who may at their discretion refer the matter to an Allocation Review Committee.

(c) There shall be appointed to an Allcoation Review Committee (hereinafter called the "Committee") three members of the Teachers, appointed by the Windsor Unit Executive of O.E.C.T.A. in conjunction with A.E.F.O. and three representatives of the Board, one of whom shall be the Chairman of the Education Committee of the Board. The representatives of the Teachers and of the Board shall each nominate one of their number as Co-Chairman. Such Co-Chairman shall preside at alternate meetings of the Committee, but shall not have a second or casting vote in the event of a tie. The Committee will meet within fifteen days of request for a meeting by either Co-Chairman. A quorum of this Committee shall consist of all members. The Board will respond to the Committee recommendations through the Chairman of the Education Committee after the next regular Board meeting at which such recommendations will have been discussed.

(d) The assignment of pupils, however, shall not be subject to the grievance procedures.

York Region R.C.S.S. Board, 1982-1983

- 15.06 School Staffing:

  (a) The Board in exercising its responsibility for assigning teachers, shall take into account the needs of the school system, the particular characteristics of the individual school, the special requirements of classes within a particular school, and the qualifications, aptitudes, and preferences of the teachers employed by the Board, when determining class sizes.

  (b) The Board undertakes to staff the school system in such manner as to preclude excessive assignments for any teachers.

  15.07 Where practical and possible, the Board shall provide a classroom in each school for the teaching of French.

POOR

QUALITY

ORIGINAL